

## **Follow-up on Cabinet or Cabinet sub-committee and Presbytery actions A General Guide**

### **Stated Clerk**

- Notifies governing bodies of action of the Cabinet or Presbytery (sessions, synod, and General Assembly)
- Notifies persons of their election to service
- Notifies committee chairs of those elected to serve on that committee
- Notifies persons of their appointment to service (task force, etc.)

### **Cabinet Chair (may delegate to one of the other Moderators as needed)**

- Communicates with individuals regarding actions of Cabinet
- Communicates with committees and teams regarding actions of Cabinet
- Presents check request along with appropriate documentation (minutes or receipts) for checks to be issued on behalf of the Cabinet
- Signs vouchers for Cabinet members

### **Sub-committee Chair (decided at January 2017 meeting)**

- Presents check requests along with appropriate documentation (minutes or receipts) for grants (Congregation Development/Grants sub-committee) or other expenditures brought to the Cabinet by the sub-committee

### **Moderator**

- Presents check requests along with appropriate documentation (minutes or receipts) for actions of the Executive Team