

Village Quilters Job Description Secretary

Duties of Secretary:

- A.** Outgoing officer shall turn over all books, records or files to their successors.
- B.** Work within the guidelines of this office as set forth in the applicable Job Description as maintained within the Secretary's files.

Duties & Responsibilities:

- a) Keep an accurate record of the proceedings of all meetings of the Guild and Executive Board as well as a list of officers and chairs and keep a record of attendance at Board meetings.
- b) Be custodian of permanent files.
- c) Have charge of the correspondence of the Guild.
- d) Keep an up-to-date list of the location of all property of the Guild, as provided by the Vice President.
- e) Keep permanent records file updated as needed to maintain the integrity and history of those files. Permanent records shall be as set forth in the Record Retention Policy Schedule which may include: 1) Bylaws, 2) Policies & Procedures, 3) signed contracts, 4) insurance policies, 5) job descriptions, 6) correspondence, 7) listing of Officers and Committee Chairs by year.
- f) Work with Program Chair & Co-Chair, quilt show chair or others to request current copies of contracts for program speakers, vendors, etc. for the permanent file.
- g) Gather or obtain attendance information for Board meetings.
- h) Transcribe minutes subsequent to Board meetings and forward to Board members for review.
- i) Transcribe minutes subsequent to Guild meetings when voting takes place. Send proofed copy of these Guild minutes to the Membership Chair for distribution to those who requested minutes by email. Send proofed copies to board members.
- j) Print a listing of Officers and Committees for the year; obtain a final membership number as of September 30 of the year to place with the listing for the permanent record.
- k) Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.