

Village Quilters Job Description Secretary

Duties according to Bylaws:

Article V – Duties of Officers;

Section 3: The Secretary shall:

- a) Keep an accurate record of the proceedings of all meetings of the Association 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 Association.
- d) Keep an up-to-date list of the location of all property of the Association, as provided by the Vice President.
- e) Maintain an up-to-date manual of these By-laws and Policies and Procedures established by the Executive Board.

Article VI – Duties of Standing Committees

Section 3. All Standing Committee Chairs shall work within the guidelines for that committee as set forth in the applicable Job Description as maintained within the Secretary's files.

Policies & Procedures affecting Secretary:

None

Other Duties & Responsibilities:

- With respect to (c) above, author and send any written correspondence, thank you notes, etc. as requested or directed by the board.
- Gather or obtain attendance information for Board meetings as well as Guild meetings to insert in the records.
- Include in the Guild minutes a short synopsis of the Program, speaker, etc. for the record.
- Subsequent to both Board and General Guild meetings, transcribe minutes and forward to Board members for review.
- Proofed copy of Guild minutes to the Membership Chair for distribution to those who requested monthly minutes by email.
- Keep the permanent record of Job Descriptions up to date in the Secretary's files by monitoring the website Description dates and printing updated copy whenever a Description has been changed.
- At any point during the year, remind the VP to review and update the Guild inventory.

As of September 2008