

Village Quilters Job Description

Secretary

Duties according to Village Quilters Bylaws:

Section 4.4. Duties of the Secretary. The duties of the Secretary of this Corporation/Guild shall be:

- (a) Keep the minutes of all meetings of the Board of Directors and the general meetings of the Membership.
- (b) See that all notices are duly given in accordance with these Bylaws and other applicable law.
- (c) Perform such other duties usually incident to such office or as may be assigned to him or her by the President or Board of Directors.

Policy & Procedures affecting activity:

Indirectly: Be aware of all Resolutions and Policy & Procedures, especially Resolutions and Administrative policies, as they may affect how and what is recorded in the minutes.

Duties & Responsibilities:

- ✦ 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.
- ✦ Have charge of the correspondence of the Guild.
- ✦ Transcribe minutes from Board and Guild meetings; forward to Board members for review and/or corrections via villagequilters@hotmail.com email account. All corrections to minutes will be reported at the board meeting; upon approval, minutes and changes become final.
- ✦ Guild meeting minutes are abbreviated; however, when any voting takes place, the item up for vote should be written in those guild minutes – especially the November annual membership meeting. The November minutes should clearly indicate the incoming officers names and office and the resulting membership vote. To facilitate bank signature changes, the December minutes should also include a passage like the following: *"Newly elected officers (name all four & job) will officially take over the business of The Village Quilters, Inc. from the out-going officers (name all four & job) effective December 31, YEAR. As our Bylaws Resolution Section 5.3 states, officers or agents authorized to sign checks shall be either the President or Treasurer"*.
- ✦ Keep an up-to-date list of the location of all property of the Guild, as provided by the Vice President.
- ✦ Be custodian of the permanent Corporate Compliance Book as well as files for retention purposes. Keep the retention files updated as needed to maintain the integrity and history of those files. Both permanent and retention records are set forth in the Record Retention Policy Schedule. Permanent records may include 1) Bylaws, 2) corporation documents, 3) Federal and State compliance items plus more. Regular retention records may include 1) signed contracts, 2) insurance policies, 3) job descriptions, 4) correspondence, and 5) listing of Officers and Committee Chairs by year plus more. Refer to the Retention Schedule in Policy, Procedures, & Resolutions document.

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- ✦ Work with Program Booking Chair, quilt show chair or others to request current copies of contracts for program speakers, vendors, etc. for the retention records.
- ✦ 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 retention records.
- ✦ Gather/obtain attendance information for Guild and Board meetings so quorum numbers are observed for voting; include attendance and required quorum number in minutes. A quorum for any Board of Directors meeting is a simple majority of the full board of directors which equals all the Officers, plus the Past President plus all current fiscal year Committee Chairpersons. A quorum at any Guild Membership meeting is 35 percent of the paid membership at the time of the meeting.
- ✦ Work within the guidelines of this office as set forth in this job description; notify and provide Secretary with any change or revision for job description as needed.
- ✦ If you receive any donation items from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer for handling.
- ✦ Outgoing Chair shall turn over all books, records or files to their successors.
- ✦ Provide annual budget input if/when requested by the treasurer.
- ✦ Adhere to the budget approved for this position if any. If additional funds are required, prior approval by the board must be requested before incurring the expense.
- ✦ Present receipts and reimbursement forms for any expenditures to the treasurer on a timely basis.