

# Village Quilters Job Description

## Secretary

### **Standard Duties of Standing Committees & Officers:**

1. Outgoing Standing Committee Chairs & Officers shall turn over all books, records, files or digital files or any other job asset to their successors.
2. All Standing Committee Chairs & Officers shall work within the guidelines for that job as set forth in the applicable Job Description as posted on the Guild website and retained within the Secretary's files; notify and provide designated Compliance Person with any proposed change or revision to the scope of job as needed or when requested.
3. Know this job's Budget, if any; review and manage Budget, purchases and expenses. If applicable, all treasury items should be forwarded to the treasurer for handling on a timely basis such as (1) forward checks received with *Receipts Record Form*; (2) present receipts with *Expense Reimbursement Forms* for any expenditures; (3) advise treasurer of budget needs on an annual basis as requested; (4) adhere to the approved budget – if additional funds are required, prior approval by the board must be requested before incurring the expenses and (5) if you receive any donated items (monetary or hard goods) from a donor, complete the "Donations Received Report Form" and deliver to the Treasurer (note: donations of \$250 or more require a receipt to donor from Treasurer whether requested or not).
4. Attend board meetings or send a committee alternate representative or provide report to President if no representatives will attend.
5. With respect to the retention policy, forward any original record(s) you may have to the Secretary prior to year end if it is called for in the policy.
6. Whenever possible, pass pictures or suggestions to Publicity/Historian Chairs to document activities and events in this job for print or social media.

### **Policy & Procedures affecting Job:**

- ✦ Review all policies and procedures for general understanding and specifically note Administrative, Financial, Retention or any other items that may affect this particular job description.

### **Duties & Responsibilities:**

#### **Overview per 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. (see last item below)
- (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.

#### **Specifically:**

- ✦ Keep an accurate record of the proceedings of all meetings of the Guild and Executive Board including a record of attendance at both and a list of officers and chairs for the current year.

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- ✦ Transcribe minutes from Board and Guild meetings; forward to President for dissemination to Board for review. All corrections to be reported at the board meeting and when approved, minutes including any changes become final.
- ✦ Have charge of the correspondence of the Guild.
- ✦ Gather/obtain attendance numbers for Guild and Board meetings so quorums are observed for voting; include attendance and required quorum number in minutes.
  - Quorum for any Board of Directors meeting is a simple majority of full board of directors which equals all Officers, plus Past President plus all current fiscal year Committee Chairpersons (co-chairs count as 1).
  - Quorum at any meeting of Guild Membership shall consist of 35 percent of the paid membership at the time of the meeting. With a quorum established, a simple majority of the members present is sufficient to pass any motion.
- ✦ Guild meeting minutes are abbreviated; however, when any voting takes place, the item up for vote should be written fully in those guild minutes – especially the November annual membership meeting and December board transition.
  - The November minutes should clearly indicate slate of incoming officers names and office and the resulting membership vote.
  - To facilitate bank signature changes, the December minutes should also include a passage such as 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 "It is resolved that checks, drafts, etc. may be signed by either of two officers, the President or the Treasurer".* Refer to the Nov and Dec minutes of the previous year for exact current format.
  - Both November and December minutes should be printed on Guild letterhead and show an original signature for presenting to bank.
- ✦ Keep up-to-date inventory records and locations of all property of the Guild as provided by the Vice President bi-annually in an even # year.
- ✦ Be custodian of the permanent Corporate Compliance Book as well as Secretary and other files for retention purposes which are updated and/or purged as needed to maintain the integrity and history of those files. Refer to the Retention Schedule in Policy, Procedures, & Resolutions document; both permanent and retention records are set forth there as to time-frame, paper or electronic needs.
  - Corporate Compliance should include but not limited to: 1) Bylaws, 2) corporation documents and others that are permanent corporate and state records. These records generally should not be changed or purged – it is a compliance history book.
  - Secretary and other retention files should include but not limited to 1) signed contracts, 2) insurance policies, 3) job descriptions, (usb only), 4) correspondence, and 5) listing of Officers and Committee Chairs by year plus annual Membership list as of Sept 30 (usb only), 6) bi-annual inventory reports from VP (hard copy), and 7) any other document or record referred to in the full list in Policy.

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- A USB flash drive is used to retain some files called for in the Retention Policy such as the Job Descriptions, Membership Roster & Listing of Officers and Chairs per year, Oct and Nov E-Bulletins, and the Resolutions, Policy and Procedures document.
- Follow-up with Program Booking Chair, Quilt show chair, Treasurer, Luncheon Chair or others to request current signed copies of contracts and/or policies for Program speakers, vendors, etc. for the retention records as needed per retention policy if they have not passed those documents to you on a timely basis. Original signed document or digital file/email certified by Booking Chair it is a complete and accepted contract if not actually signed. Contracts should generally be from the Booking Chair so a gentle reminder throughout the year may be helpful.
- Obtain a listing of Officers and Committees for the year; obtain a final membership Roster listing from Membership Chair as of September 30 of the year to place with the listing for USB flash drive retention records.
- Official Notices: Obtain the October and November E-Bulletins. October should be where the announcement is made regarding the slate of Officers that will be put forth for the following year and November is the follow-up regarding voting. The Annual Meeting of the Guild is stated as being November for voting purposes. Files are for USB flash drive retention records.