

## **Prairie Quilt Guild**

### **Job Description – Secretary**

**Article IV, Section 5 states that “The Secretary shall take and keep complete and accurate minutes of all Board and Guild meetings; shall conduct and make available Guild correspondence; and shall report action taken at Board meetings to the general membership.”**

The Secretary’s responsibilities include the following:

- Review job description
- Review former reports
- Download and review all Board meeting minutes
- Attend all Board and General meetings
- Take roll at the monthly Board meetings
- Take minutes of all Board and General meetings
- Record:
  - All motions and who made the original motions
  - All action taken, but not the content of the debate
  - A list of reports given
  - Announcements made
  - The starting and closing time of the meetings
  - Accurate, brief, and concise minutes to be signed and dated
- Send a copy of the Board minutes by e-mail to each Board member within 5 days of the meeting for review
- Bring a print copy to the Board meeting for any member who does not receive email
- Provide copies of all minutes for the bulletin board and the Secretary book
- Post minutes from each General meeting at the next General meeting
- Inform Past Presidents of monthly dinner locations as soon as the calendar is set
- Make reservations for monthly dinners for the speaker, Board members and Past Presidents
- Maintain a supply of Guild stationery and envelopes
- Assume other duties as requested by the President
- Be accountable for the Secretary notebook and expenses incurred
- Prepare an end of term report for the President and Secretary notebook
- Return the Secretary notebook and files intact to the President at the end of the term or when requested.

**All expenses incurred must be documented with provided vouchers and accompanied by receipts before approval for reimbursement will be given by the Board of Directors.**

**Any deviation in policy requires Board of Directors approval**

PQG BOD JOB DESCMS WORD: Aug. 1995; Revised 8/2005; Revised 2009; Revised 2011; Revised 2015