



Valley Quilters Guild Secretary Duties

SECRETARY SHALL:

1. Record the minutes of monthly guild membership meetings and monthly Executive Board meetings and ensure their inclusion in the Guild's monthly newsletter.
2. If unable to attend a meeting, shall find a replacement to record the minutes and provide a copy of said minutes to the secretary. Notify the president of said replacement.
3. Be at the monthly Guild meetings at least 30 minutes prior to the beginning of social time, 6:00 pm on regular membership meeting days and 5:30 pm on special membership meeting days (May, July, October and December).
4. Maintain copies of the Guild's yearly correspondence.
5. Maintain a permanent file of the Guild's pertinent records included, but not limited to, non-profit status, past and current Bylaws, minutes of all meetings and master copies of job descriptions for the Executive Board members and Committee Chairpersons.
6. Send out thank you notes, condolences and get well cards as needed.
7. Be familiar with the current Bylaws and Standing Policies.
8. Be responsible for submitting membership meeting notices to the Frontiersman about a week prior to the meeting.
9. Make arrangements for a meeting place for the monthly Board meetings.
10. Be responsible for compiling the ballots for the yearly election of officers each October, after receiving this information from the Parliamentarian.
11. Be responsible for checking all guild emails on blue host and disseminate as required.
12. Label all Valley Quilters Guild property held off site as property of VQG and provide to the guild president contact information for guild member designated to retrieve the property in case of emergency, or as needed by the guild.
13. Maintain the list of all contact information for guild member⁷ designated to retrieve VQG property held off site by board members and committee chairs.
14. At the end of his/her term of office, pass on to the new Secretary, all pertinent information and/or supplies regarding the office.