



Secretary

Supersedes

Original - Standard Operating Procedure for Secretary of Guild

Current Chairperson

Kim Ritter

Job Description

The Secretary is responsible for recording and maintaining minutes for all general monthly meetings during the quilt year, Executive Board, and General Board meetings. May be requested to take minutes for separate committee meetings i.e. Quilt Show. In addition will handle all external correspondence. Responsible for maintaining any assigned budget targets.

The Secretary is an officer of the Guild and is a yearly elected position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Secretary

Item	Action
1.	Record and maintain minutes for all general monthly meetings during the quilt year, Executive Board, and General Board meetings. Within two weeks of Executive and/or General Board meetings, copy of the minutes will be provided to each Executive Board member for their review and approval.
2.	Record and maintain minutes for separate committee meetings upon request.
3.	Maintain library of FQG Newsletters.
4.	Handle external communication. This includes but is not limited to mailings of monthly newsletter, rosters/membership cards to out of state members, thank you notes.
5.	Maintain records of agreements/contracts excluding speaker contracts. Speaker contracts are maintained by the <i>Program Committee</i> .
6.	Provide assistance to Treasurer at entrance table of general meetings.
7.	Participate as a voting member of the Executive Board.

Previous Chairperson

Kim Ritter
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Kim Ritter

Quilt Year 2014/2015
Quilt Year 2013/2014
Quilt Year 2012/2013
Quilt Year 2011/2012