

Redwood Empire Quilters Guild

Job Description

Rev. 08/2010

Job Title	Secretary
Voting Board Member	Yes
Key Responsibilities	Responsible for taking minutes at all board meetings and at the annual guild meeting held in June; this includes copies of any reports or other documentation distributed during those meetings. Ensures that minutes are published in our newsletter and on our web site. Ensures that copies of minutes are stored as official records of the guild. Send any correspondence as requested by board members.
Tasks Prior to Guild Meeting	Be ready to read minutes of the previous annual meeting at the June meeting. Take minutes at the annual meeting in June.
Tasks During Guild Meeting	Help other board members if needed.
Newsletter Articles	Send minutes of the board meeting to the newsletter editor by the 15 th of the month.
Preparation for Board Meeting	<ul style="list-style-type: none"> • Email copies of the minutes to those board members with email addresses as soon as the minutes have been transcribed. • Have copies of the minutes available for the board members to read and approve. • Read and prepare for discussion any materials presented at last meeting or distributed during the month that will be discussed. An example is a change to an operational document.
Financial Impact – Income	None
Financial Impact – Expense	None
Interfaces with which Other Board Members	Provides copies of the minutes to all other members of the board.
Interfaces with Outside people/companies	