

GREATER SAN ANTONIO QUILT GUILD

SECRETARY

JOB DESCRIPTION

Revised June 2024

1. **PURPOSE:** To maintain the records of the guild meetings.
2. **RESPONSIBILITIES:**
 - a) Records the minutes of all business and board meetings.
 - b) Attend all Executive board meetings and guild meetings or arrange for a substitute to attend and take notes.
 - c) Handle and compose guild correspondence as appropriate and at the board's request.
 - d) Maintain the guild phone line, keeping a log of all the calls, returning calls, and directing calls to the appropriate guild member.
 - e) Read announcements at the guild meetings.
 - f) Other duties as necessary.
3. **COMMITTEE CHAIRS REPORTING TO THE SECRETARY:**
 - a) Archives
4. **REPORTING AND RECORDKEEPING:**
 - a) Emails the Executive board meeting minutes to all board members for corrections within seven days of the meeting.
 - b) Emails the business meeting minutes to board members within two days after the guild meeting for corrections.
 - c) Emails the corrected board and meeting minutes to the Newsletter chairperson by the due date as stated in the Bylaws term of office.
 - d) Store minutes and other Secretary files on a guild Memory Key Stick
 - e) Keep a record of the Guild inventory list.
 - f) Maintains the Secretary Board Books for her/his successor.