

Prairie Star Quilters Guild
Position Description

Secretary

Purpose:

The incumbent serves to handle correspondence and maintain records for the Guild.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms. The current Nominations Chair may not be on the slate for this office.

Major Responsibilities:

1. Serves as a member of the Executive Board of Director and attends monthly Board meetings.
2. Takes minutes of all Board meetings and annual meeting.
3. Posts minutes of Board meetings and annual meeting on the Yahoo Group Board website for corrections/approval at the subsequent Board meeting.
4. In lieu of Chapter minutes, posts amended agendas for Chapter meetings on Yahoo Group Board Website following each Chapter meeting.
5. Maintains Board minutes, ~~and~~ amended Chapter agendas and Job Descriptions, ensuring that these records are current on the Yahoo Group Website.
6. Arranges and contracts for meeting space for monthly Chapter, Board meetings, and special events as requested.
7. Receives and maintains copies of all contracts signed on behalf of the Guild.
8. Prepares general correspondence for the Guild as required; sends condolence cards on behalf of the guild to members as needed.
9. Works closely with the President regarding Board agendas and other miscellaneous projects.
10. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
11. Annually reviews position description and recommends changes as needed to the Board.