

QUILT GUILD BY THE SEA

BOARD MEETING SECRETARY JOB DESCRIPTION

Updated January 2017

Board Meeting

(Tuesday - 2 weeks prior to Board Meeting)

- Record minutes of the Board Meeting and email to all members of the Board. Include any guests who attend
- Chair the committee to update, change By Laws and Policy and procedures yearly or as needed. Ensure changes are distributed to all members prior to a vote on the change
- Send thank you notes as requested by Guild members
- Keep all Minutes, By Laws and Policy and Procedures on a Thumb Drive to be passed on to succeeding Secretaries.