

Quilters' Sew-ciety – Evening Secretary

Description – Revised 2025

- A. **Organization Relationship:** Active member of the QS Board of Directors
- B. **Term:** A one-year position with the option of a second consecutive term
- C. **Overview of Responsibilities:** (Shared with the Day Secretary)
 - 1. Record and distribute the minutes of QS Board of Director meetings – taking turns with the Day Secretary.
 - 2. Record and distribute the minutes of the QS Evening guild meetings.
- D. **Responsibility Details:**
 - 1. Board Meeting Minutes:
 - a. Attend Board of Directors meetings.
 - i. If you are unable to attend a Board of Director's meeting, coordinate with the QS Day Secretary regarding the recording and distribution of the QS Board of Director meeting minutes.
 - ii. Within the first week after the BOD meeting is held, prepare and send the draft minutes to the President/President Elect for edits. President/President Elect will finalize and return to you within five days. Send final copy to the Newsletter Editor and also a finalized copy to the Day Secretary.
 - 2. QS Meeting Minutes
 - a. Record minutes of all evening guild meetings.
 - i. Find a substitute if unable to attend meeting.
 - ii. By the 10th of the month, finalize the evening minutes (when there is both a day and evening meeting) and send to Day Secretary. Or by the 15th of the month, finalize the minutes (if there is

only one meeting that month) and send to the Newsletter Editor.

E. Other

1. Maintain a record of all recorded minutes during your term.
2. Maintain a record of duties completed during your term
 - a. Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed
 - i. The original report is given to the President under which you served, with a copy of this report kept with the President Elect's records