

## Quilters Sew-ciety – Day Secretary

Job Description: Revised 2018

**Organization Relationship:** Active member of the QS Board of Directors

**Term:** A one-year position with the option of a second consecutive term

**Overall Responsibilities:** *Shared with the Evening Secretary*

- Record and distribute the minutes of QS Board of Director meetings.
- Record and distribute the minutes of the QS daytime guild meetings.
- Maintain a current list of all Board members and Standing Committee chairs.

### **Responsibility Details:**

#### Board Meeting Minutes

- Attend QS Board of Director's meetings
  - If you are unable to attend a Board of Director's meeting, coordinate with the Evening Secretary regarding the recording of the meeting's minutes.
  - Coordinate with the QS Evening Secretary the recording and distribution of the QS Board of Director meeting's minutes. 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. Send final copy to the Newsletter Editor and also a finalized copy to the Evening Secretary.

#### Guild Meeting Minutes

- Record minutes of all day guild meetings.
  - Find a substitute if unable to attend the meeting.
  - Record the minutes of the QS daytime guild meetings. Within the first week after the meeting is held, finalize the minutes and send to Newsletter Editor

#### Other

- Maintain a record of all recorded minutes and duties completed during your term.
  - Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed.
    - This original report is given to the President under which you served, with a copy of this report kept with the Evening Secretary's records.
  - Maintain a current list of all Board members and Committee chairs.