

Concord Piecemakers Job Description

Secretary

The Secretary is responsible for recording minutes at all Board Meetings. These typed notes should be distributed to the Board via email for revisions. After all revisions, the corrected minutes are then re-distributed. The Secretary will then submit a copy of all board meeting minutes to the Historian at the end of the year.

The Secretary is responsible for collecting, compiling and distributing End of Year reports. Copies must be provided to the Historian in May for the annual meeting.

The Secretary is expected to attend all Board Meetings or appoint a stand-in when needed.

The Secretary is responsible to write correspondence for the Guild that is not covered by other Committee Chairs.

The Secretary sends evites out for the December & June programs.