

Concord Piecemakers Job Details
Secretary

1. 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 redistributed. The Secretary is responsible for copying all the Board meeting minutes onto the appropriate storage device, labeled with the year, for the Archives.
2. The Secretary is responsible for collecting and compiling End of Year reports from all officers and Committee chairs. The Secretary will copy these reports onto the appropriate storage device.
3. The Secretary is expected to attend all Board Meetings or appoint a stand-in when needed.
4. The Secretary is responsible for writing correspondence for the Guild that is not covered by other Committee Chairs.
5. Type/edit other items as necessary (such as board job descriptions) in support of the other board members.
6. The Secretary will make certain the year's reports are properly archived.
7. Take the minutes of the board meetings, including additional corrections to the minutes from the last meeting.
8. Write up the meeting notes and circulate the draft notes to the board within a few days after the board meeting. Make certain to include a summary of the "to-do" items by board members that were agreed to at the meeting.
9. Make any final corrections and/or clarifications to the previous board meeting minutes and mark as "Final". Keep an electronic copy and backup copy for the board and to pass on to the next secretary.
10. Send out the final draft of the notes to the board before the next meeting.