

Concord Piecemakers Job Details

Secretary

The Secretary is responsible for recording minutes at all Board Meetings. The Secretary is expected to attend all Board Meetings or appoint a stand-in when needed. This position may be shared but is allowed only one vote at Board Meetings.

1. The Secretary types a draft copy of the Board Meeting Minutes, including a summary of "to do"/follow-up items that were agreed to by board members at the meeting. The draft Minutes are sent via e-mail to all the board members for revisions. After making the recommended changes, the revised copy is sent to all board members via e-mail prior to the next meeting for voting. The e-mail should include a list of any changes made to the draft version. The version of the Minutes voted on and approved at the board meeting is labeled "Final Board Meeting Minutes."
2. At the end of the fiscal year, the Secretary creates one document that contains all the approved Final Board Minutes for the fiscal year (June through Annual Meeting in May). This document is sent via e-mail to the Historian for loading onto the appropriate storage device for the Guild's Archives.
3. The Secretary is responsible for writing correspondence for the Guild that is not covered by other Committee Chairs.

May 2023

