BOARD SECRETARY

Rev. December 2018

Term: 2 years

Prerequisite:

- Computer required
- Email accessibility
- Experienced in typing minutes of monthly Board meetings.

PRINCIPAL FUNCTIONS AND RESPONSIBILITIES:

- Must be a MQ Member in good standing.
- Receive files and any supplies at the September Board meeting at the beginning of the two-year term and transfer at end of two-year term.
- Attend MQ Monthly Board meetings and Special meetings as come up during the year. If unable to attend, email President.
  - One of the Directors in attendance must volunteer to take minutes.
- Attend MQ monthly membership meetings when possible – either the first Thursday evening or following Saturday morning meeting.
- Record the minutes of each Board meeting.
  - Email a draft to each Board member no later than the 3rd Tuesday of each month for review.
  - Include a list of members present and those not present.
  - Make corrections submitted by Board members before the monthly meeting.
  - Submit the adopted minutes to the MQ Administrative Assistant for posting to the MQ Website.
  - Keep a copy of the minutes in the Board Secretary manual.
- Annual Board Meeting
  - Take minutes at the annual meeting.
  - Provide the adopted minutes to the MQ Administrative Assistant for posting to the MQ Website.
  - Keep a copy of the Annual Meeting minutes in the Board Secretary Manual.
- Distribute updated list of Board of Directors and Off Board Committee positions list of addresses, phone and email addresses.
- Acknowledge significant member events by forwarding an appropriate card or letter (i.e., thank you, death, illness, etc. when appropriate or as directed by the MQ Administrative Assistant.
- Update list of “Minnesota and Surrounding Area Quilt Guilds and Groups” as changes come in. Forward to MQ Administrative Assistant.
- Write newsletter articles recapping board meeting highlights.
- Maintain “volunteer” hours for Board members.
  - Submit year end hours to Membership Co-Chairs.
- Review and update job description annually for the September Turnover meeting.
  - Email updates to incoming Past President.