

KAWARTHA QUILT GUILD SECRETARY - DUTIES

a) perform all general secretarial duties

- General Meeting - receive agenda from the President and take minutes at the General Meeting. Send Minutes to President for review and approval before distribution.
- Executive Committee Meeting - consult with Executive Committee Members as to best date for an Executive Committee Meeting (Executive Committee meetings are typically in August, November and March), arrange meeting room space, arrange for payment of room space (either send to Guild Treasurer to pay or pay yourself and get reimbursed from the Treasurer), consult with President regarding Agenda, send agenda to Executive Committee Members prior to meeting, and take minutes of meeting. Send Minutes to President for review and approval before distribution.
- Executive Committee Member list to be completed and amended as required.

b) receive and distribute all mail (post office box and guild email account)

- at least once a week check the mail box (#50052), at Shopper's Drug Mart, 741 Lansdowne Street and, if time sensitive, advise the applicable Executive Committee Member of any important documents. Bring the items from the mail box to the next meeting and give to the applicable Executive Committee Member.
- check the guild email account (kqgstitch@gmail.com) on a daily basis. Either:
 - respond to any general enquiries, or
 - if applicable, send to applicable Executive member for response, or
 - send information regarding upcoming quilt shows, etc. to the Webmaster for distribution to guild members.
- maintain a group email list of all members as a back up to the Webmaster and Webmaster assistant using Membership List provided by the Membership Committee.

c) completed minutes of meeting to be emailed to the membership via Web Manager Chairperson and have minutes available at the following meeting.

- General Meeting Minutes are sent to the Webmaster for distribution to the membership. A couple of copies to be available at the meeting in the event a member didn't receive them.
- Executive Committee Meeting Minutes are sent to the Executive Committee Members only.

Other:

- The yearly charge for the mailbox shows up in the mailbox in December. Payment to be made either by getting a cheque from the Treasurer or paying the bill and then getting reimbursement from the Treasurer (be sure to complete Monthly Financial Report)
- Holding a set of keys for the supply cupboards.
- May be asked to take Minutes of Ad Hoc Committee Meetings.

Executive Committee Meetings:

August – Main Agenda Item is discussion and approval of the budget.

November –

March – Main Agenda Item is the discussion of suggested amendments to the Constitution.