

Kansas Capital Quilters Guild SECRETARY Job Description

1. Takes minutes at Guild and Board Meetings and posts them on the bulletin board for review by the membership. Copies to be given to Board Members and to be kept in a notebook by the Secretary in the Library.
2. Also keep the minutes available by email for anyone who wants them.
3. Provides copies of the by-laws to the general membership at the business meeting each year if substantive changes have occurred during the previous year.
4. Handles all official correspondence.
5. Checks the mailbox weekly.
6. Sends “get well” cards to Members who are ill and sympathy cards as appropriate.