

Illinois Prairie Weavers

Secretary Responsibilities

General Duties

The Secretary is an Officer of the Guild, and, as such, is one of the elected positions of the Guild. Only a member in good standing for at least one year may serve as Secretary. Each term is for one year, and a person may serve for two consecutive terms.

The Secretary is both the Recording Secretary (writing the Minutes of the meetings) and the Corresponding Secretary (handling correspondence on the part of the Guild, which is rare). The Secretary is also the custodian of the Guild's archives and records, and the certifier of any decisions approved by the Guild, such as the election of a new Treasurer for the Guild checking account.

As an Officer of the Guild, the Secretary is responsible for doing this job on behalf of the entire Guild, and is also a member of the Executive Committee and a member of the Board (job descriptions attached) and expected to attend and actively participate in those meetings.

The Secretary also keeps track of Guild equipment for inclusion in the Minutes.

Specific Duties

Take possession of the archives and records from the prior Secretary as soon as possible after you are elected. Review it and update the archives list, if necessary. Organize things for yourself. See that you have stationery (including get-well cards, etc.). Consider preparing an outline to use for making minutes easier to keep.

Attend the July organizational meeting with the entire Board to plan the coming year. Meet with your President and outgoing Secretary to establish procedures to be followed, or train your successor.

Attend monthly Guild and Board meetings, reporting as Secretary and

obtaining any input or assistance you need for secretarial or other matters.

Prepare Minutes for every Executive Committee, Board and Guild meeting, or find a substitute to take minutes in your absence. Agree with the President as to how the Minutes will be written and shared or circulated for approval at the next meeting.

Send Minutes out to Guild membership by e-mail (send to the Guild and let the E-Tech Chair know they have been sent for forwarding). Approval of the Minutes is usually one of the first orders of business at the next regular meeting. Print a pdf for the Secretary's archives, provide one to the President, and make a few hard copies for the sign-in table at each following meeting.

Prepare and print Show & Tell forms (and bring them to meetings) for members to use to provide information when they participate in Show & Tell at meetings, which they return to you for inclusion in the Minutes. Forward the information to the E-Tech Chair promptly after each meeting for updating the website.

Send information to the E-Tech Chair, such as Show & Tell names and projects, for inclusion on the web site.

Get from the Membership Chair (1) names and information for new members to include in Guild Minutes, and (2) attendance records at the end of the program year for inclusion in the archives.

Keep track of guild equipment (who currently has what equipment in their possession). Beginning with the 2011-2012 year, the list of equipment and who has each piece is included in the Minutes.

Write correspondence on behalf of the guild as requested. Purchase get-well or thank you cards if needed and include in your materials.

Submit any expenses to the Treasurer for reimbursement.

Submit estimated costs of next year's secretarial responsibilities to the Treasurer by March to be included in next year's budget.

Store Minutes in PDF form on a flash drive for the archives.

Review this job description (and any checklists) for any updates you can recommend to improve or clarify it for future volunteers recruited.

Update the list of Officers for the Guild archives.

Make a written summary report to the Executive Committee in June.

Keep good records and train your successor.

Recommended Abilities

- organizing and basic communication skills
- own and use a computer
- have experience with basic computer functions, such as e-mailing, Word, and saving Minutes in pdf form on a flash drive (USB or memory stick)

Estimated Time Commitment

- ~ 3-4 hours a month doing Minutes, correspondence and record-keeping
- ~ Plus time at Guild and Board Meetings

(07-05-12 - Barbara Holman)