

# 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 (see those job descriptions) and expected to attend and actively participate in those meetings.

### 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. Store as pdf files on flash drives for the archives.

Send Minutes out to Guild membership by making sure they are included in the email that goes to members before each regular meeting. Approval of the Minutes is usually one of the first orders of business at the next regular meeting.

Get from the Membership Chair names and information for new members to include in Guild Minutes.

Write correspondence on behalf of the guild as requested or needed. Purchase get-well or thank you cards ate have on hand.

Submit any expenses to the Treasurer for reimbursement.

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

Maintain the archives, seeing that copies of necessary documents are included (perhaps on flash drives) and inventoried.

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

Update the list of Officers for the Guild archives after every June Annual Meeting.

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

(November 2017- Barbara H.)