



Established September 2014

Job Description

Secretary: Responsibilities include, but are not limited to:

Monthly:

- Attend board meetings, record and distribute minutes to all board members.

Bi-monthly:

- Attend all general meetings, record minutes and upload to the guild website (no longer use the original blog).
- Attend all sew-ins on opposite months, record highlights and upload to the guild website.

On-going:

- Maintain digital files of all documents (i.e. minutes, masters, agendas, member handouts, bylaws, etc.) for historical records.
- Look for continuous improvement suggestions and bring these to the attention of the board.
- Create and communicate Facebook updates and reminders to the membership chair (Facebook facilitator) as needed.
- Create and maintain any special guild forms required (i.e. suggestions, new members, promotional, etc.).
- Work closely with all board members to promote the mission, membership and financial goals of the guild.
- Represent and support the guild in a positive way throughout the community whenever possible.
- Operate within the framework of the guild's current bylaws.
- Follow Robert's rules of order for all meetings. (Quick reference guide: <http://www.robertsrules.org/>)

Revision (bsb) 2016-10-25