

	Friendship Quilters Of Linthicum Guild	Standard Operating Procedure		Effective Date	Page
		Secretary	FQG- 04	10/01/2023	1 of 1

Supersedes	1/7/16 – Standard Operating Procedure for Secretary of Guild
Current and Previous Chairpersons	See Website
Job Description	The Secretary is responsible for recording and maintaining minutes for all general monthly meetings during the quilt year, Executive Board and General Board meetings. May be requested to take minutes for separate committee meetings, i.e. Quilt Bingo. Will handle all external correspondence. Responsible for maintaining any assigned budget targets.
	The Secretary is an Executive officer of the Guild and will serve a term of two years not to exceed three consecutive terms. (See By-Laws , Article V)
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
Secretary	1.	Record and maintain minutes for all General and Board meetings and attend and record Board Committee meetings.
	2.	Distribute minutes for the Board and General meetings to the Member at Large and Executive Board within two weeks.
	3.	Send General meeting minutes to the Newsletter Editor for inclusion in the Newsletter.
	4.	Record, distribute, and maintain minutes for separate committee meetings upon request.
	5.	Handle all Guild correspondence such as thank you notes.
	6.	Maintain hard or digital copies of all Newsletters, meeting minutes, and organizations records. (Excluding Speaker contracts which are maintained by the Program Committee.)
	7.	Provide assistance to the Membership Chair at entrance table at general meetings.
	8.	Authorized to co-sign checks of the organization.
	9.	Submit a budget request to the Vice President by May 1 st .