The purpose of this notebook is to serve as a guide for the

Secretary

Although the role may seem obvious in some ways, documentation of the responsibilities will ensure consistency from year to year and promote a smooth flow of events during the meetings.

Please read the guidelines thoroughly and make note of any outdated statements for future edits.

DO NOT misplace this notebook.

Add your name to the bottom of the list on the “Previous Officers” page.

Complete the end of year report page in October.

Turn this notebook in to the President no later than the October guild meeting.

*Thank you for your participation in the guild!*

Previous Officers

For

Secretary

|  |  |  |
| --- | --- | --- |
| 2006-2007 | Linda Lindquist |  |
| 2007-2008 | Linda Lindquist |  |
| 2008-2009 | Shelia Dambitis |  |
| 2009-2010 | Shelia Dambitis |  |
| 2010-2011 | Julie Love |  |
| 2011-2012 | Julie Love | Viola Bordrero |
| 2012-2013 | Wanda Crowe |  |
| 2013-2014 | Wanda Crowe |  |
| 2015 | Judy Stricklin |  |
| 2016 |  |  |
| 2017 |  |  |
| 2018 | Diana Kaiser |  |
| 2019 | Diana Kaiser |  |
| 2020 |  |  |
| 2021 |  |  |

**Guidelines**

Per the 2017 Bylaws: *”* *The Secretary shall keep accurate records of the decisions and actions of the General and Steering Committee meetings of the organization.”*

It is strongly recommended that the Secretary arrange for an assistant Secretary, who, if the Secretary cannot attend a meeting, will attend in her place, and understands the duties of this position.

The Secretary should have access to a computer with word processing software and email capability.

**Minutes**

Minutes of general meetings of the guild are not necessary unless requested by the President, such as in the event of votes by the membership, installation of officers, and similar occurrences. Alternatively, events of that type may be included in minutes for the Steering Committee meeting following the general meeting at which the event(s) occurred.

 Steering Committee minutes should include:

1. Meeting date and time
2. List of those present
3. Copy of agenda
4. Subjects discussed (just a list is OK)
5. Decisions made
6. Motions made and by whom along with name of who Seconded the Motion
7. Outcome of votes taken
8. Actions assigned and deadlines or due dates
9. Time of adjournment

At the Steering Committee meeting, feel free to request that people sit in particular locations or have signs identifying their name and role, to facilitate notetaking for the minutes. Also feel free to request that motions and votes be articulated very clearly, or that they be submitted on paper via hand-written notes.

 Minutes should be recorded electronically (i.e., as a Word document) as soon after the meeting as possible. Draft minutes of each Steering Committee meeting shall be submitted to the President no later than two weeks after each meeting. After the President has reviewed and proofread the draft minutes, the President will submit the minutes to all Steering Committee members for review and approval. The minutes will be discussed as necessary at the next Steering Committee meeting, where a motion will be made for their approval, with changes noted during the discussion or “as they stand”.

Once the minutes have been approved, the Secretary will make any changes agreed upon during the meeting and them submit them to the guild’s Web Coordinator for posting on the guild’s website. The Web Coordinator’s email is webcoord@quilttallahassee.com. Minutes are stored on our website on the “About QU” tab, subtab “Newsletters, Classifieds, and Meeting Minutes”.

**Newsletter submissions**

If you need to submit an article or information to the Newsletter, note that all submissions to the newsletter must be written exactly as they will be printed. Do not ask the newsletter editor to mention something about a certain topic. The email address for the Newsletter editor is newsletter@quilttallahassee.com Newsletter deadlines are posted in every newsletter and can be viewed at [www.quilttallahassee.com](http://www.quilttallahassee.com).

**Website Submissions**

In addition to the minutes, the Secretary may need to have other matters posted to the website, such as dates of events or deadlines. Website articles or dates are submitted to the website coordinator at webcoord@quilttallahassee.com As with newsletter articles, these are written exactly as they will be posted. Website postings can be made at any time but expect a delay until its actual appearance on the website. You can request that urgent messages be sent via “email blast,” remembering that these will only reach guild members who have email and who have opted-in to receive email from the guild.

**Review of Website**

Review all pages and posts on the Website on a regular basis (at least monthly) that you have requested be published. If information has changed or is out-of-date, advise the website coordinator. This review is to assure that there are no errors or duplications and that the information has been published in a logical place on the website. If you have concerns, coordinate with the website coordinator, specifying the page in question by its URL.

**Resignations**

If a guild officer resigns, their resignation is to be submitted in writing to the Secretary (along with verbal notification to the President or President-Elect, as outlined in the bylaws). This information also needs to be recorded in the minutes of the next Steering Committee meeting.

**Guild Property**:

You will be provided with:

This Notebook

**Budget:**

Most of the Secretary's work will be done via electronic documents. Typically, no budget is proposed for this position. However, if you have expenses, e.g. paper and postage for Steering Committee members who do not have electronic access, feel free to submit a reimbursement request. There is a general budget category for Postage and one for Supplies.

**Other**

The guild is a Tax Exempt organization under the provisions of 501(c)(4). Our designation as a non-profit organization affects how funds are handled as well as many of the filings that must be made with the IRS and State agencies. This does not necessarily impact the duties of the Secretary, but is provided as information of which all officers should be aware.

Best of luck to you in your new role!

Frequently Asked Questions

1. **Do I have to attend every guild meeting to be the Secretary?**

No, you are not required to attend every guild meeting, but your attendance is recommended so that you will stay up to date on guild matters.

1. **Do I have to attend the steering committee meetings?**

Yes, you should plan on attending every steering committee meeting possible to record items discussed and decisions made. If you cannot attend, please arrange to have a back-up doing this that understands the duties involved.

1. **Any other questions??**

End of Year Report \_\_\_\_\_\_ Office of Secretary

 (year)

**Complete this report in the month of October**

The information that you document will be helpful to future position holders to know what has been done, what was successful, etc. It will also help with possible decisions about revising the role and budgetary adjustments. Use additional paper if needed. File this report on top of the previous year end report.

Describe the year and anything unique that you did in this role:

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What was most difficult for you in this role? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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What was easiest for you in this role?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Budget allotted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Did you exceed your budget? \_\_\_\_\_\_\_\_

Were there unusual expenditures?\_\_\_\_\_\_ Explain:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommend increase in budget? \_\_\_\_\_\_\_ How much? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What obstacles did you encounter?

Helpful hints for future office holders:

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Recommendations for change:

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Your name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_