

TH&SG Secretary Job Description

The position of secretary shall be to keep the minutes of the General and Executive Board meetings; shall carry on guild correspondence.

Duties of the Secretary

1. Go to all Board meetings and take minutes.
 - a. Record who is in attendance (members, guests, etc) If a board member is absent, record the absent.
 - b. Include the location of the meeting, and date
 - c. Record motions exactly as they are stated and who made the motion
 - d. Record the seconder
 - e. Record the vote (i.e.)“ A motion was made, seconded and passed unanimously” or “ A motion was made and withdrawn.”
 - f. Self-serving remarks that protect the guild (i.e.) “The board reviewed the financial statement in detail.”
 - g. Record discussion points.
2. Send draft copy to president for correction and or additional comments
3. Send final copy board minutes to all Board members(even if they are absent) and keep a copy for reading at the next board meeting.
4. The historian should receive a hard copy of the Board and General Meeting Minutes. This can be at the transitional meeting at the end of the year or each month.
5. Read any correspondence directed to the guild

Suggestions to consider

1. Ask the President for an agenda which make the format for your notes.
2. Ask the Treasurer for a written copy to ensure you have the correct figures for the minutes.