

Duties of the TBQ Guild Secretary

VOTING MEMBER OF THE EXECUTIVE COMMITTEE

The Secretary:

- takes Minutes at all TBQ general membership
- types and gets Presidential approval of the minutes
- obtains approval signatures of two members who attended the general meeting
- places the original signed minutes in the notebook
- makes a copy available at the following general meeting
- takes minutes at the Executive Committee meeting
- emails the minutes to all board members for approval and corrections
- files finalized minutes in the Secretary's notebook along with banking, insurance, contracts and the Treasurer's reports
- keeps all contracts and agreements in the notebook
- writes correspondence letters as necessary (ex: thank you notes)
- submits completed "Request for Reimbursement" forms, along with the receipts to the Treasurer in order to be reimbursed for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President in June

NOTES

1. The Secretary should keep a record of income and expenses for the year-end report to the President
2. The Secretary should review the 'Dos and Don'ts of Writing' provided to ensure consistency when taking minutes of the general membership and Executive Board minutes.