

# Booneslick Trail Quilters' Guild

Job Description: SECRETARY

Updated May 2023

- I. Board Meeting Minutes
  - A. The secretary shall keep an accurate and complete record of all regular Board of Directors' meetings, annual and combined general and special meetings.
    1. The minutes will be sent to all Board of Director Members within a week of the regular Board meeting. They are sent to the webmaster who will then post them on the BTQG website.
    2. At the next Board meeting, members of the Board will discuss any corrections or additions needed. They will then approve the minutes or approve with corrections. The corrections will be noted in the minutes of that meeting.
    3. Minutes can be accepted without a formal motion. If the context of the minutes is changed, a motion is required to accept them. This does not apply for minor inaccuracies such as typos.
    4. At the end of the secretary's term, minutes will be given to the new secretary. Hard copies of board minutes, financial reports and official correspondence will be kept for seven years. The secretary will keep these records and discard the eighth year.
  - B. The secretary will file copies of the monthly treasurer's report, the annual registration with the Secretary of State for the State of Missouri and any other reports submitted by Board members such as the audit committee report, written reports of committee chairs, officer written reports, etc. These will be kept with the monthly board meeting minutes.
  
- II. Room Reservation for Board Meetings

The secretary shall reserve monthly meeting space for the Board meetings. Reservations should be made as far in advance as possible. Board meetings are the second Monday of each month and typically at the Daniel Boone Regional Library. Each new secretary should make reservations through August of the following year.

  - A. Go to DBRL website ([dbrl.org](http://dbrl.org))...click on "Using the Library" at the top of the page...click on "Meeting Rooms" and "Meeting Room Application". Each new secretary needs to fill out the application. The purpose of this form is to provide the Library contact information for the person making the reservations. You

should receive an email confirmation that it was received. If you don't, contact them at the number below.

- B. Reservations can be made for the current month and two months out at 573-817-7020. Call the first of each month for the next meeting out. Give your name, date needed, and "Booneslick Trail Quilters Guild Executive Board" to make the reservation. Schedule for the second Monday of each month, 6 pm to 8:30 pm.
- C. There will be times that the library is unavailable, especially in September. Ask other Board members for meeting location suggestions.
- D. All or some Board meetings can be conducted via Zoom. Email a PDF of minutes to the CEO one week ahead of a Board meeting so that the CEO can attach the minutes to the email with the meeting agenda. Require Board members to type wordy motions into the comment line of Zoom for all members to read and for the secretary to copy for incorporation into the minutes. Require people making and seconding motions to state their names. Recording the meetings can help in composing the minutes after the meetings. Zoom meetings start at 6:00 or later with the agreement of each year's Board. [Section D added to secretary description in 2023]

### III. Records of Action

- A. Records of action regarding all policy statement changes made by the Board of Directors and By-Law revisions or changes are sent to the newsletter editor to be published in the newsletter immediately after that action. These changes are also sent to the Membership Directory chair to be incorporated in the By-Laws and Policies section of the Membership Directory and Handbook when it is updated for the next membership year.
- B. All motions passed by the Board are sent verbatim to the newsletter editor immediately after the meeting to be published in the next BTQG newsletter.

### IV. Miscellaneous Written Communication

The Secretary is responsible for any written communication between the Guild and other groups or individuals, such as thank you cards or responses to inquiries.

### V. Annual Meeting Minutes

The Board Secretary is responsible for attending the Annual Meeting and reading the minutes of the Annual Meeting from the previous year. The Secretary is responsible for taking minutes at the Annual Meeting of her/his term. The minutes will be given to the new secretary to maintain until the Annual meeting of her/his term.

Submitted by Cindy Heinz, Secretary 2018-2019

Updated by Sharon Lawler, Secretary 2022-2023

Reviewed by Carol Sexten, Secretary 2023-2024