

**KEMPENFELT QUILTERS' GUILD**  
**JOB DESCRIPTION**

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**Position Title:** Secretary

**Date Revised:** March/July 2013

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**1. PURPOSE OF THE POSITION**

The purpose of this position is to record minutes of Executive meetings and perform general secretarial functions for the Guild.

**2. PRIMARY RESPONSIBILITIES**

- Attend Executive meetings, record minutes and attendance, forward minutes and next month's agenda to Executive a few days before next meeting.
- Pick up mail at Shoppers' Drug Mart, Bayfield Street, prior to Executive meetings and record contents for inclusion in minutes - distribute mail to appropriate members at next Executive meeting. When notified by Canada Post, advise Treasurer to pay Annual P.O. Box fee.
- Confirm with and provide Jennett Chapel with list of meeting dates for the next fiscal year, each summer.
- Confirm availability of Jennett's the Monday before each Executive meeting - make alternative arrangements if necessary and advise Executive. (Alternative meeting place is Stroud Funeral home and then a member's home. This home should be determined at beginning of fiscal year - September/October).
- Provide incoming Executive Committee Chair(s) a duotang with the updated welcome letter; list of Executive names, positions, telephone numbers, email addresses; copy of Constitution; list of dates for Executive and Guild meetings, job description and Annual Report. Prepare duotang for President with copies of all job descriptions and Annual Reports. Email the remaining Executive Committee members a Welcome letter, Executive list and Meeting list.
- Attend and take minutes/notes at the Annual Budget Meeting.
- Maintain a Motions and Policy binder and update the President with any changes or additions, monthly.

**3. SECONDARY RESPONSIBILITIES**

- Send sympathy, get well and thinking-of-you cards to members as required and maintain record of same.
- Write an annual report of activities, one copy for incoming member, one to President for Archive.
- Prepare orientation materials for incoming Executive member; meet if desire

4. FINANCIAL RESPONSIBILITIES

- Occasional expenses for stamps, cards and photocopies, etc. submitted to Treasurer on Guild reimbursement form. Obtain a cheque and pay Canada Post for the annual P.O. Box fee at Shopper's Drug Mart, Bayfield St.
- Pay Membership Dues for CQA, bi-annually when notification comes in the CQA Newsletter. Can be paid on line or through the mail.

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer skills: knowledge of Microsoft Word and email.