

Duties of Secretary

- Attend all monthly General Guild & Board meetings
- Record minutes of all General Membership meetings and Board meetings
- Submit minutes of Board meetings to all Board members
- Submit minutes of Guild meetings to President and Newsletter contact by appropriate deadline
- Maintain correspondence, as necessary
- Read any correspondence at Board or General Guild meetings, as appropriate
- Retrieve mail from mailbox in church on a regular basis
- Assist president in contacting Board members for extra Board meetings, if needed
- In July, work with President to write letter to the church to request usage of the rooms for the General Membership meetings (Fellowship Hall) & Board meeting (Sunday School Room) for the following guild year (August to July) - Send duplicate letter to Custodian (Jim Steiner)
- If Secretary not able to attend a meeting, they are responsible to find a substitute to collect record the minutes.