

Secretary Duties

1. Take minutes at board meetings and business meetings. Capture major decisions and any votes, announcements, library news, etc. Minutes stop at show and tell but the meeting is adjourned after the show and tell.
2. Email both sets of minutes to the board members within a few days after the meeting asking for input or changes with a deadline date. Make any corrections and send to the newsletter editor by the 20th of the month.
3. Bring a printed copy to the next meeting in case there are amendments from the members.
4. Check the mailbox once a week.
5. Open all mail and decide on the urgency. Send an email or call the information to the specific person if it cannot wait for the next guild meeting.
6. Membership checks go to the membership secretary.
7. Advertising checks go to the advertising chairperson.
8. State Fair Award requests go the president.
9. Bill for the mailbox goes to the treasurer.
10. Subscription renewals go to the librarian along with any magazines or journals that will be filed in the library.
11. Letters from the State of Colorado or the IRS typically go to the treasurer.
12. Donor checks go to the treasurer. The recording secretary will send a thank you note for any donation to the guild.
13. Guild newsletters from other guilds along with any items of interest are posted at the meetings on a board that stays in the library. Announce items of interest to the members at the business meeting.
14. General correspondence for the guild including thank you notes for donations, books, etc. is the responsibility of the recording secretary.
15. Forward links for online magazine subscriptions to our Webmaster when received.