**Calico Cut-Ups**

**Secretary Job Description**

1. Record and maintain minutes of all general meetings. Disseminate them to the members.
2. Record and maintain minutes of all Board meetings and provide copies of them to Board members prior to the next Board meeting by email.
3. Maintain a file system of correspondence, inquiries, and reports, for future reference in the appropriate electronic or paper format. Solicit copies of these items from other board members if they are not forthcoming.
4. Read all letters, cards, and etc. appropriate for members at the general meetings.