PebbleCreek Quilters Club
Secretary
Job Description

Summary: Maintains all club records important to the smooth operation of the club and serves as the central point of contact for administration information and correspondence.

Documents Board Meeting and General Meeting Discussions and Decisions

- Attend the board and general meetings. (Appoint a designee if unable to attend.)
- Takes minutes and attendance at meetings. (Refer to Meeting Agenda and Minutes Templates)
- Submits minutes to the President for review prior to sending to post on the website within 3 days of the meeting.
- Document and summarize Board Decisions
- Document Board and Club Votes.
- Ensure that a quorum is present for voting.
- Collects reports from committee chairs:

Coordinate Club Correspondence:

- Answer all correspondence promptly and inform officers of the communication.
- Share correspondence with all club members.
- Send thank you and/or congratulatory notes on behalf of the club.
- Processes request for cards make on the club website.

Maintains all important files for the club:

- Bylaws
- HOA Correspondence
- Club Minutes
- General Meeting Minutes
- Committee Reports

Transition:

- Assist the secretary-elect in becoming acquainted with his/her duties.
- Receive all materials and knowledge base from the past club secretary.

Other Duties as Assigned:

As a PC Board Member, you need to be flexible and responsive to the needs of the club. You are encouraged to share your ideas and volunteer, when possible.