

**Pioneer Quilters Guild
Secretary**

1. Summary description of position/committee responsibilities:

- Take minutes during Executive Board Meetings and General Guild Meetings. Copies of Minutes are forwarded to President for review, then submitted to newsletter editor for publication in monthly newsletter. Hard copies of Minutes are kept in Secretary's binder.
- Pick up mail from Rocklin Post Office and deliver during Board and Guild meetings

2. Approximate time commitment:

Monthly: Approx. 4.5 hours for meetings; 2.5 hours for typing minutes

3. Number of members on position/committee. One

4. Forms used, software used, etc.:

- Notepad for taking notes
- Word for typing and sending to editor

5. Financial Information: Budget -- Approx. \$35 for printing letterheads when needed

6. Transition: Hand-off materials during December Board Meeting or January Guild Meeting