

Quilters' Sew-ciety – Day Secretary

Description – Revised 2025

- A. **Organization Relationship:** Active member of the QS Board of Directors
- B. **Term:** A one-year position with the option of a second consecutive term
- C. **Overview of Responsibilities:** (Shared with the Evening Secretary)
 - 1. Record and distribute the minutes of QS Board of Director meetings – taking turns with the Evening Secretary.
 - 2. Record and distribute the minutes of the QS day guild meetings.
- D. **Responsibility Details:**
 - 1. Board Meeting Minutes:
 - a. Attend Board of Directors meetings.
 - i. If you are unable to attend a Board of Director's meeting, coordinate with the QS Evening Secretary regarding the recording and distribution of the QS Board of Director meeting minutes.
 - ii. Within the first week after the BOD meeting is held, prepare and send the draft minutes to the President/President Elect for edits. President/President Elect will finalize and return to you within five days. Send final copy to the Newsletter Editor and also a finalized copy to the Evening Secretary.
 - 2. QS Meeting Minutes
 - a. Record minutes of all day guild meetings.
 - i. Find a substitute if unable to attend meeting.
 - ii. By the 15th of the month, finalize the minutes and send to the Newsletter Editor.

E. Other

1. Maintain a record of all recorded minutes during your term.
2. Maintain a record of duties completed during your term
 - a. Prepare a Quilter's Sew-ciety Year End Report regarding the duties completed
 - i. The original report is given to the President under which you served, with a copy of this report kept with the President Elect's records