



Starlight Quilters Guild Policies and Procedures

Secretary

Description of Role –

Manage the communications of the Board of Directors and communication to the Guild members.

Annual Responsibilities –

Take minutes at Board meetings.

Seek review of meeting minutes before posting to website and newsletter.

Manage the StarlightQuilters@gmail.com email. Password: L0gC4b1N

Maintain the contacts list in Google Contacts, consistently matching the current members list.

- Assign members to the Guild members' label.

- Assign members to the Guild Board Members label.

Share via email any requested email blasts.

Share via email the link to the latest newsletter.

Manage the members of the Facebook Guild Chat.

- Is an admin of the Guild Chat.

- Request new members join the chat via email.

- Post to the chat.

Recruit and oversee positions reporting to the Secretary

Responsibilities at Guild Meetings –

None

Responsibilities to the Board of Directors –

Provide a summary of activities planned for the upcoming year to the President prior to the January Board meeting.

Provide an update of activities to the Board at the Board of Directors meeting.

Provide a budget line-item estimate to the Treasurer for the upcoming year before the October Board meeting.



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Website, Newsletter and Facebook Expectations -

Provide Board meeting minutes to the Website Coordinator to be posted to the website

Provide Board meeting minutes to the Newsletter Coordinator to be included in the newsletter.

Post requests to the Facebook Chat

Organization Chart

The Secretary has the following positions reporting to it:

Website Coordinator

Newsletter Coordinator

Photographer