

**Pioneer Quilters Guild
Position Responsibilities – 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.
 - Act as Sunshine person and send out appropriate cards (sympathy, get well)
 - 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. Detailed description of tasks/responsibilities: See Summary
6. Financial Information: Budget -- Approx. \$35 for stamps and cards
7. Transition: Hand-off materials during December Board Meeting or January Guild Meeting