



## SECRETARY

The secretary is responsible for:

- ❖ Carrying out the role of Secretary for the Guild
- ❖ **Meetings**
  1. Liaising with the President to set the Agenda for meetings, including the AGM, and distribute to the Committee or to the Members as appropriate.
  2. Take Minutes for all meetings
    - Within one week having a typed draft of the minutes for the President to approve
    - Once approved, upload the minutes to the website at least 1 week prior to the Committee and General Meeting
- ❖ **Incoming Mail**
  1. collect mail from PO box
    - All Bay Quilters Mail should be directed to our Post Office Box address which is: PO Box 320, Moorabbin BC Vic 3189
    - The Post Office is located at Bulli Road, Cheltenham (off Wickham Road) and is accessible at anytime. There are two Post Office Box keys (one is held by the Secretary and the other by the President).
    - Clear the box once a fortnight just prior to Committee or Monthly meetings or at any time when specific mail is expected - such as Membership Renewals.
  2. record all mail - incoming and outgoing, including email
  3. distribute any mail to appropriate committee members
  4. pin any relevant documentation on the noticeboard at the monthly general meeting, i.e. meeting Agenda, newsletter, information from other groups.
- ❖ **Website**
  - check for any messages on the website
  - forward messages from the website to relevant Committee Members or respond as necessary.
  - include all website correspondence as incoming mail for reporting at meetings.

❖ Correspondence

1. Write all business correspondence, using appropriate letterhead
2. Advise the Member Liaison to send cards to members who are sick, bereaved or for any other special occasion

❖ Record Keeping

1. Keep an electronic and/or paper copy of all correspondence where appropriate
2. For items that will be used by the Committee, such as public liability and the constitution, make sure copies are stored on the website under "Committee Reference"
3. Keep an electronic copy of all minutes and ensure all minutes are on website

❖ Policies and Procedures Documentation

- Ensure forms are up to date and where necessary uploaded on the website. This includes forms for:
  - Trading Table, Show and Tell registration, Committee nominations
- Ensure policies and procedures are maintained and documentation is available on the website where applicable. This includes:
  - Refunds and Cancellations, AGM meeting procedures

❖ AGM

- Liaise with the President to ensure one month notice of the AGM is given to members via the newsletter and on the member's notices on the website

❖ Grants

- Write application for Grants which the Committee agree to apply for
- Ensure that requirements are met and fully documented for any grants received