



## ARTICLE IX: DUTIES OF OFFICERS

The Secretary shall:

1. Keep minutes of the General, Special, and Executive Board meetings or arrange for a substitute in his/her absence.
  1. Distribute draft minutes (via email) to the Executive Board for approval/revisions within a reasonable period of time following the meeting.
  2. Upon approval, send finalized minutes to the VP of Communications for posting to the Guild's website [iemodernquiltguild.com](http://iemodernquiltguild.com)
  3. Save a copy of the minutes to the Guild's 'Google Drive' file storage attached to [iemodernquiltguild@gmail.com](mailto:iemodernquiltguild@gmail.com)
  4. Print a hard copy of final minutes for retention in the Guild binder for one year.
2. Conduct formal outside correspondence for the Guild
  1. Create and mail thank you notes to speakers or workshop hosts
  2. Maintain a list of speaker names, addresses, email, and website. Keep the electronic copy on 'Google Drive' file storage attached to [iemodernquiltguild@gmail.com](mailto:iemodernquiltguild@gmail.com).
  3. Assist with email account maintenance for the Guild with monthly or quarterly clean-up for the [iemodernquiltguild@gmail.com](mailto:iemodernquiltguild@gmail.com) account.
3. Attend monthly Executive Board Meetings as scheduled

***Estimated Time Monthly: 3 Hrs***