Secretary
Lincoln Quilters Guild

The secretary shall keep minutes of all scheduled meetings and Executive Board Meetings. They will attend the Executive Board meetings and make the minutes of the meeting available to the membership for approval at the next scheduled meeting. They will maintain a file of all minutes, reports, correspondence and inquiries for future reference.

Obtain Guild recorder and notebook of Board and Guild Meeting minutes from previous Secretary. Learn how to run the LQG recorder, if desired for use to augment written notes during Board meetings and Guild meetings.

Board Meetings:

1. A recorder may be used to record Board meeting. Also take notes by hand.

2. Type up minutes of meeting.

3. Email minutes to the President to proofread, within one week after the board meeting. The President will email corrections back to you.

4. If necessary, make corrections in the minutes.

5. Email corrected minutes to the President.

6. At the following Board meeting, the Board will approve the minutes. After they have been approved, print the minutes and place in the Minutes notebook and permanent electronic file.

7. After completing the Nov board meeting minutes, submit the entire year of minutes to the President to store in the LQG grey locked cabinet.

8. Should you decide to pass another copy of the minutes to the incoming secretary, those minutes should be shredded at the end of the following year.

Guild Monthly Meetings:

1. The recorder may be used to record Board meeting. Also take notes by hand.

2. Type up minutes of meeting.

3. Email minutes to the President to proofread, within one week after the meeting. The President will email corrections back to you.

4. If necessary, make corrections in the minutes.

5. Email corrected minutes to the President.

Updated December 2017, Reviewed and Updated March 2022, reviewed and updated June, 2026