### Chapter Secretary

This position is an elected position to the TQG, Inc. Chapter Board.

DESCRIPTION:

The Chapter Secretary takes and maintains minutes of all Chapter Board and Chapter Guild meetings. Prepares and retains all correspondence for the Coordinator and Chapter Board. Handles sunshine needs. This position is an elected Officer of the TQG, Inc. Chapter Board.

DUTIES:

The Chapter Secretary has a familiarity with the TQG’s Constitution, By-Laws, Policies and Procedures, and this job description.

Attends all TQG’s Chapter Board and Chapter Guild Meetings. If attendance is not possible, the Chapter Secretary notifies Coordinator prior to the meeting and arranges for an alternate to take minutes.

Takes minutes at all Chapter Board and Chapter Guild Meetings. Minutes are to be typed and copies e-mailed to all chapter board members within two weeks after the meeting. A copy of the minutes is filed in the record notebook and extra copies of the minutes are made available at each Chapter meeting, through the Chapter Coordinator. Corrections to the minutes can be made on the original in the record notebook.

Minutes for Chapter Board meetings must include all members in attendance (full names). Definitive as to what is approved, i.e., if a policy, list all rules, with all motions being typed in bold font. Clear as to dates of all activities, including year. You should be receiving a copy of each officer’s reports for notebook, including a monthly Treasurer’s report. You should ensure that the minutes of the chapter meeting are sent to the newsletter editor for publication in the newsletter.

Purchases cards, stamps, TQG stationery and envelopes, and supplies as needed. Sends out all get well, “thinking of you,” sympathy cards, etc. for the Chapter. Members should refer any card requirements Flowers are not sent to any member unless special instructions are received fromthe Executive Board.

Answers all correspondence and writes any outgoing letters on behalf of the Chapter as directed by the Coordinator and the Chapter Board.

Responsible for selecting and arranging facility for Chapter Board meetings.

Each year make a new TQG Chapter Secretary binder. Transfer calendars/meetings booked, budget, form/procedures, and inventory to new book. (Note: Correspondence should stay with book.) A copy of the current TQG Handbook and Roster should be with each notebook.