### Executive Secretary

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

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

It is a voting position.

DESCRIPTION:

The Executive Secretary takes and maintains minutes of all Executive Board meetings. Prepares and retains all correspondence for the President and Executive Board. Handles sunshine needs. This position is a voting position and an elected Officer of the TQG, Inc. Executive Board. The Executive Secretary is listed with the State Corporation Commission as a director of this corporation.

DUTIES:

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

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

Takes minutes at all Executive Board meetings. Minutes are to be typed and copies mailed to all board members within two weeks after the meeting. A copy of the minutes is filed in the record notebook and extra copy of the minutes is 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 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 officers’ reports for notebook, including a monthly Chapter Secretary and Treasurer’s report.

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

Answers all correspondence and writes any outgoing letters on behalf of the Guild as directed by the President and Executive Board.

Verify by letter to Bank Manager and facilities’ manager of day and night chapter all officers in effect July 1. Incoming Executive Secretary signs resolution section of all signature cards for all TQG Inc. checking accounts. The bank can preprint account cards to be signed in advance.

Verify to Quilt Shops, in Hampton Roads area, who meet TQG guidelines the July1, TQG Day and Night Coordinators and Executive Board. The letter will include Newsletter Editors deadline for publicity.

Responsible for selecting and arranging facility for Executive Board meetings.

In October, arranges the meeting dates for the next calendar year with the churches. Do not book meetings on July 4th or Labor Day. Suggest alternative dates (given by church) to Executive Board for approval. Provide copy of schedule to President, Executive Treasurer, Newsletter Editor, Webmistress, and Chapter Coordinators. Coordinators should hand out list at their chapter meetings.

 A copy of the previous full year’s minutes shall be given to the Database Chair.

Incorporation papers with current documents are kept by Executive Secretary in a separate notebook. The Executive President, during term of office, will represent TQG as the Registered Agent. The TQG Board of Directors will include: First Vice-President, Second Vice-President, Executive Secretary, and Executive Treasurer. The Executive Secretary will notify the State Corporation Commission with names of new Board of Directors after July elections is held. The President will receive the renewal papers (at her home address) about one month prior to the annual fee is due to the Commission by the anniversary of incorporation (October 2).

Each year make a new TQG Executive 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.