

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: RECORDING/CORRESPONDING SECRETARY

TERM: 2 years

The Recording/Corresponding Secretary shall:

- Record the minutes of regular, special, and Executive Board meetings.
- Send a copy of the regular Board Meeting minutes to the Newsletter Chairman for publication.
- Keep a secretary's book with all minutes in it.
- Send correspondence for the guild in response to inquiries, thank you's, and sympathies.
- Keep an accurate record of expenses.
- Present budget to the Treasurer for your committee for the following year by August first.
- Attend all Board meetings.