

Secretary

1. Record the minutes at Quilt Show Committee meetings. E-mail or mail a copy to each committee member no later than 10 days after the meeting. Include the President and Vice-President of the Guild in the distribution of minutes.
2. Responsible for maintaining and distributing a Quilt Show Committee Contact List to members of the Committee.
3. Responsible for the Committee meeting schedule and locations, to be included in the minutes.
4. Review the previous meeting minutes at the beginning of each meeting.
5. If only one Chair, to have signing authority along with the Treasurer and Chair on behalf of the Quilt Show Committee.
6. Assist the Co-Chairs.
7. Attend Guild Executive meetings on behalf of the Chair when the Chair is unable to attend.
8. Coordinate with the Co-Chairs, the recruitment of Volunteers for each Portfolio Leader requiring volunteers during the Quilt Show. Assist with the preparation and mailing of the Volunteer Confirmation Letters and duties information.