

FKQG Secretary - Job Description

Attend all monthly meetings of the Guild and of the Board, and other meetings as required, and provide a written record of these.

Make copies of the meeting minutes available to Board members and Guild members if requested.

Produce any other written document that the Board members may require.

Keep copies of all meeting records and other correspondence that may be required.

Send meeting minutes to the President for approval for posting on the Guild website.