

SANTA CLARA VALLEY QUILT ASSOCIATION

DIRECTORS: RECORDING SECRETARY

TERM: 2 years

The Recording Secretary shall:

1. Record the minutes of regular, special, and Executive Board meetings.
2. Send a copy of the regular Board Meeting minutes to the Newsletter Chairman for publication.
3. Keep a secretary's book with all minutes in it.
4. Keep an accurate record of expenses.
5. Present budget to the Treasurer for your committee for the following year by August first.
6. Attend all Board meetings.

Reviewed 2006