

# **Embroiderers' Guild of Victoria**

## **Position: Secretary**

- Attend evening and executive meetings and take Minutes
- Prepare Minutes in conjunction with President and distribute Executive Meeting Minutes to Executive committee and appointees as soon as possible after meeting
- Prepare Minutes of evening Meeting in conjunction with President and send to Newsletter Editor to include in the Flying Needle
- Prepare Minutes of Annual General Meeting in conjunction with President and distribute copies at the next AGM.
- Maintain files to include electronic copies of minutes, constitution, policies including job descriptions, letterhead/logo and other items necessary for the operation of EGV.
- Maintain an inventory of Guild's physical holdings e.g. equipment, supplies, banners, award items, keys etc. including where they are located.
- Maintain record of Criminal Record checks of Brownie and Guide Workshop Leaders, and Guild Youth Leaders