

Embroiderers' Guild of Victoria

Position: Secretary

- Attend general and executive meetings and take Minutes
- Prepare Minutes in conjunction with President and distribute Executive Meeting Minutes to the Executive committee and appointees as soon as possible after the meeting
- Prepare Minutes of General Meetings in conjunction with the 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 and other items necessary for the operation of EGV
- Mail hard copies of the Flying Needle to members as identified by the Membership Chair