

The Greater Moncton Quilt Guild
Duties of the RECORDING SECRETARY

Term of Office: 2 years

1. Attend and keep accurate minutes of
 - * Executive meetings
 - * Regular monthly meetings
 - * Annual General Meeting
2. Read the minutes at the regular monthly meetings
3. Send two fat quarters and a card to members who are hospitalized
4. Send a condolence card to members who have experienced a death in the family
5. Send any correspondence (including address changes) that the President requests.