

Secretary

1. Create archive repositories in shared drive for:
 - A. Board of Director Minutes
 - B. General Membership Minutes
 - C. Important correspondence
 - D. Notes and feedbacks on major efforts – notes to help the next people that lead these projects
 - E. Board Business – example – by-laws review, duty descriptions, etc.

2. Record and Disseminate Monthly Board of Directors Minutes
 - A. Attend meeting and record minutes
 - B. Disseminate minutes to board members via Gmail
 - C. Archive minutes in shared drive

3. Record and Disseminate Monthly General Membership Business Meeting Minutes
 - A. Attend meeting and record minutes
 - B. Disseminate minutes to general membership via Gmail
 - C. Archive minutes in shared drive

4. Manage Correspondence
 - A. Read BQ Gmail Regularly. Respond and/or forward as appropriate
 - B. Scan and archive any important external correspondence
 - C. Send all correspondence to general membership as bcc.
 - D. Send all files as .pdf.

5. Send reminder email to the general membership before general membership meetings. This can be sent a week to three days before the meeting depending on how long you think the folks can remember. You do not need to send a reminder email to the board for board meetings. The President does this.

6. While you are not a database service, there are a limited number of people that have access to the shared drive. For reasonable requests for archived materials, please provide these to the requestor.

7. Support other board members as appropriate.

How to do the above:

For Gmail - Get access to the BQ Google Account from the current account manager (Lorelei is as of June 2023). From your Google Account add brunswickquilters@gmail.com. The current account manager will have the password.

For Shared Drive - Get access to the BQ Google Account from the current account manager (Lorelei is as of June 2023) as above. Susan V. is the account manager for the shared drive as of June 2023. Access the shared drive via Google Tools while you are on the phone with Susan. A verification code will go to Susan. Use that verification code immediately to access the shared drive. You should have access to the shared drive after that.

To send emails –

--there are two email groups for general membership. One is for members A-I and the other is for members J-Z. Send the exactly same email to both groups. Just type in "Brunswick" and the email groups will come up.

--If you need to send an email to the Board, there is an email group for the Board. Just type in "board" and pick the current year.

Send everything out in .pdf format as well as archive only .pdf documents.