

Gillies Job Description

Title: **Secretary**

Reports to Gillies

President

Revised January 2021

Blue indicates changes during 2021-2022 due to museum shutdown.

Items in red added for clarification.

Purpose: To prepare and maintain records of the Gillies organization.

Requirements: Must have adequate home internet connection to communicate digitally including sending and receiving emails with attachments, facilitating and joining Zoom meetings, and creating and sharing Word and Excel documents.

Responsibilities:

1. Records the proceedings of the Executive Committee, Board of Directors, Education Committee, and General Membership Meetings. Education Committee has been suspended.
2. Distributes minutes to members of the Executive Committee, Board of Directors, and Education Committee one week before meetings. Education Committee has been suspended.
3. Prints copies of the minutes of the General Membership meetings and makes them available at the succeeding General Membership Meeting, and posts the minutes in the Gillies Sign-In Room.
Suspended Presents a membership report at each General Membership meeting.
4. Files minutes and the Treasurer's reports in the Permanent Secretary's Book.
5. Monitors membership status and contact information of each Gillie. Informs the Gillies President, Treasurer, Volgistics Manager, *Friday Footprints* Newsletter Chair, Museum Membership Director and Director of Development of changes in Gillies' membership status (deaths, resignations and withdrawn members) and changes in contact information. Removes badges of members who are no longer Gillies. The President and Treasurer are informed by the Secretary's monthly report. Sandi Freeman receives information rather than the Museum Membership Director and Director of Development through *Friday Footprints*. Badges were returned to members at museum closure.
6. Sits on the IT Committee. and provides membership contact information in an Excel spreadsheet to IT Committee for use in creating the Gillies Directory. Also, updates and produces Volgistics Excel spreadsheet with membership contact information. Sits on the IT Committee if requested. Sends the contact information to Anna Turner for the online directory who forwards it to Tom King and to Nancy Hammond who inputs it in Volgistics.

7. Sends get well cards to ill or injured Gillies, condolences for deaths and other correspondence as needed.
[Keeps a copy of all correspondence in Secretary's notebook.](#)
8. Orders badges, stationery, and other supplies as needed or requested.
9. Delivers news items to the *Friday Footprints* Newsletter Chair by the 15th of each month.
[Delivers news items to newsletter as needed.](#)
10. Maintains a comprehensive notebook of schedules, procedures, and activities for the guidance of the succeeding Secretary.
11. Submits to the Treasurer before the January Budget Committee meeting a list of expenditures for the current year and a proposed budget for the coming year; and submits expense vouchers for supplies on a regular basis.
12. Prepares a list of names of deceased Gillies with their graduating class date, and a list of names of Gillies who have lost close relatives. Prints each list on certificate-grade paper, and, using archival glue, inserts into front pages of the current year's Memory Book. [Maintains lists until purchase of books is resumed.](#)
13. Prepares and submits annual report in triplicate to the President-elect. [Suspended](#)
14. Performs additional duties as assigned by the President.
15. Maintains a database for positions held (officers and board members) and the corresponding years.
16. Maintains a list of Gillies who are on leave (LOA) and the dates of the LOA.
17. [Records attendance of Board of Directors, Docent, and General Membership meetings on Excel Spread sheet.](#)

Time Commitment: 100 administrative museum hours and participation in the volunteer program.

Revised: April, 2020