

# QUAIL CREEK POTTERY AND SCULPTURE CLUB POLICY AND PROCEDURES

## SECRETARY

### **Policy:**

The Secretary records minutes of the membership and Board meetings. The Secretary maintains POTS administrative records.

### **Procedures:**

The Secretary:

1. Attends and records minutes of POTS membership and Board meetings. Minutes are distributed to all Board members. A copy of the most current minutes is available in the studio for members to read
2. Maintains POTS administrative records for five consecutive years, with the first year discarded when the sixth year is added.
3. Oversees POTS publicity and sends notices and newsletters to members.
4. Updates POTS information on the Quail Creek website and the clubhouse folder.
5. Initiates and coordinates the nomination and election process for Board Officers. There are at least two members on the nominating committee. The nominating committee determines a proposed slate of Officers and provides it to the Secretary who disseminates it to the membership no later than two weeks before the Annual Meeting. (see also Bylaws, Article IV - Board, Section 4 for other details.)