



KENTUCKY MASTER FARM HOMEMAKERS GUILD

POSITION DESCRIPTION – SECRETARY

QUALIFICATIONS: Must be capable of and willing to keep minutes at all the meetings of the Kentucky Master Farm Homemakers Guild. Individual shall be willing and able to prepare the minutes in a typed format and ensure distribution in a timely manner to the Executive Committee, as well as the active membership.

TERM OF OFFICE: Secretary shall serve for a term of three (3) years and shall not hold the same office for more than one consecutive term. The term of office will begin July 1 of the year of election.

SPECIFIC RESPONSIBILITIES:

- Attend all meeting of the Kentucky Master Farm Homemakers Guild, Executive Committee, and special called meetings.
- Distribute completed minutes of each meeting within thirty (30) days to the Minutes Review Committee and upon completed review distribute to the Executive Committee, MFHG Advisor, as well as the active membership.
- Keep an accurate record of attendance. Roll call to be taken at each meeting.
- Handle correspondence as requested by the President.
- Responsible for organizing the annual summer auction or fund-raising activity.
- Notify each member who is delinquent in paying dues for two (2) consecutive years.
- Provide a listing of inactive members to the Kentucky Master Farm Homemakers Guild President and Advisor by August 1.
- Archive records in accordance with the Kentucky Extension Homemakers Association process.

MENTOR: MFHG President and University of Kentucky MFHG Advisor