

Secretary

Purpose:

This position is responsible for recording meeting minutes and handling correspondence for the Guild.

Term and Qualifications:

Elected for a one-year term. There is no limit on the number of terms. The current Nominations Chair may not be on the slate for this office.

Major Responsibilities:

1. Serves as a member of the Executive Board of Directors.
2. This position holds one voting position on the Executive Board of Directors.
3. Attends all Executive Board and Board of Directors meetings or submits a written report.
4. Takes minutes of all Board meetings and the annual business meeting.
5. Emails a draft of the minutes to all Board members.
6. Posts minutes of Board meetings and annual meeting in Guild's electronic documentation repository (Google Docs or similar) after corrections/approval at the subsequent Board meeting.
7. Maintains Board minutes and Job Descriptions, ensuring that these records are current in the Guild's electronic documentation repository.
8. Arranges and contracts for meeting space for monthly Chapter, Board meetings, and special events as requested.
9. Prepares general correspondence for the Guild as required; sends condolence cards on behalf of the guild to members as needed.
10. Works closely with the President regarding Board agendas and other miscellaneous projects.
11. Maintains a list of the committee's Guild-owned property and provides a copy of the list to the Secretary. The list may be electronic.
12. Regularly checks the Boards email account for committee related correspondence.
13. Uploads electronic documents to the Guild's electronic document repository (Google Docs or similar).
14. Submits a year-end written report to the Board annually.
15. Attends the transitional meeting and provides successor with information to ensure a smooth transition.
16. Annually reviews its own position description and recommends changes as needed to the Board.