Secretary Duties

1. Attend and record all minutes of the board meetings.
2. Record any voting outcome at either guild or board meetings.
3. Maintain a book of all minutes for the past five years.
4. Send most recent minutes in PDF format to the web master for uploading to the web site.
5. Work with Membership chair to update member roster and email list.
6. Send all guild correspondences such as meeting reminders, newsletter reminders
7. Annually, write a letter to the bank authorizing signatures of the new president and treasurer.
8. Maintain a notebook that contains historical information on the guild, such as a listing of past officers by year, insurance policies and/or important guild documents such as current bylaws, etc. Any information that should be kept and easily available.