

Secretary

The President is an elected member of the Executive Board

- ❖ Keep a permanent record of all Board meeting minutes, including a record of attendance
 - Responsible for providing a copy of the Board meeting minutes to the President no later than seven days following each Board meeting.
 - After review at Board meeting, minutes are amended and approved.
 - Minutes must keep track of action items and motions made
 - Maintain a permanent record all minutes in an organized manner.
 - Find a replacement if unable to attend a meeting and record minutes
- ❖ Highlight Board actions and considerations and submit them for inclusion in the current newsletter.
- ❖ Handle official correspondence of the Guild