

SECRETARY

Secretary keeps the minutes and records of the organization; files certificates required by any statute, Federal or State; and is one of the officers who shall sign checks or drafts of the Guild. Gives and serves all notices to members; is the official custodian of the records and seal; submits to the Board of Directors any communications addressed to the organization; attends to all correspondence and exercises all duties incident to the office of Secretary.

Procedures

- Records all proceedings (minutes) of the Board of Directors and General Membership meetings.
- Forwards the minutes of the prior Board and General meetings to the Board of Directors (via E-mail) for audit.
- Upon acceptance forwards same minutes to the Webmaster for posting on the website. Files copies of all reports with monthly minutes. Makes the minutes and reports available to members upon request.
- Maintains up-to-date records of the bylaws, policies and procedures, special rules of order, standing rules, minutes, and properly recorded amendments to these documents.
- Serves notice to the general membership of any special meeting or changes in regular meeting. Submits annual report to President with recommendations.