CANMORE ART GUILD

POSITION DESCRIPTION

Position:	**SECRETARY**
Term:	Two years; renewable for a second two-year term
Time Required:	10 - 15 hours per month
Reporting To:	President

RESPONIBILITIES:

- Fulfill the duties of an Executive Committee member in accordance with the Guild Bylaws
- Book meeting space and make other logistical arrangements for Guild meetings, as required
- Prepare and distribute the agenda for each Guild meeting
- Prepare, distribute and maintain custody of the minutes of Executive and General meetings
- Prepare and distribute Guild correspondence in response to the direction of the President and the Board
- Aiding the full and timely communication of the Executive with Guild members
- Joint signing authority, with the President and the Treasurer, on the Guild bank account
- Chair the Nomination Committee in preparation for each election of Executive members at the Annual General Meeting.
- At the completion of each term, ensure that the minutes and correspondence for that term is properly organized, identified as to term, and passed on to the incoming Secretary.
- Fulfill other responsibilities, as required, in accordance with the Guild Bylaws.

Approved: 18 April 2016