



handweavers guild of boise valley, inc.

In addition to the Duties outlined in the Bylaws the Officers will carry out the following:

Secretary -- Job Description

- I. Maintain a Secretary's notebook, entering general meeting minutes and board meeting minutes chronologically, as recorded. The notebook will be kept in the Guild Library.
- II. Send Guild minutes to the newsletter editor by the 14th of each month.
- III. Complete incorporation form and mail it yearly, in the Spring.
- IV. Compose all necessary correspondence.
- V. Orient a successor.

Revised November, 2008