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## **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 a safe place.
- II. Within a week following any Guild Meeting send the minutes via email to the Board for corrections, additions, and approval.
- III. Send Guild minutes to the newsletter editor by the 15th of each month.
- IV. Complete incorporation updating online with the State yearly, in the Spring.
- V. Compose all necessary correspondence.
- VI. Give updates about guild activities to the Social Media Chairperson, as needed.
- VII. Give updates for the guild website to the Webmaster, as needed.
- VIII. Orient a successor.

Revised December, 2021