



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. Document Regular Meeting Minutes and Board Meeting Minutes.
 - A. The minutes will be published in the Newsletters.
 - B. The Newsletters will be placed on the guild regular website.
- 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 Idaho Secretary of State's Office, 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.