

Position: Secretary

- Attend *evening* and executive meetings and take Minutes
- Prepare Minutes in conjunction with President and distribute Executive Meeting Minutes to Executive committee *and appointees* as soon as possible after meeting
- Prepare Minutes of evening Meeting in conjunction with President and *send to Newsletter Editor to include in the monthly Flying Needle*
- Prepare Minutes of Annual General Meeting in conjunction with President and distribute copies *at the next AGM*.
- Maintain files *to include electronic copies of minutes, constitution, policies including job descriptions, letterhead/logo* and other items necessary for the operation of EGV.
- *Maintain an inventory of Guild's physical holdings e.g. equipment, supplies, banners, award items, etc. including where they are located.*