

TRENHOLM ARTISTS GUILD

JOB DESCRIPTION

Job Title	Secretary
Revision Date	September, 2006

Position: Elected and is a voting member of the Executive Board
Term: 1 year, may serve a maximum of two consecutive terms

Overview: The Secretary handles corresponds and records minutes.

Job Functions:

- Maintains records of the board and ensures effective management of organization's records
- Manages minutes of Executive Board meetings and General Meetings
- Ensures minutes are distributed to Executive Board members shortly after each meeting
- Prepares and distributes correspondence on behalf of the Executive Board
- Maintains a list of procedures/tasks associated with the above

Requirements:

- Strong commitment
- Attends Executive Board meetings
- Attends monthly General Meetings

Skills/abilities needed:

- Computer skills desirable but not necessary

Bi-Laws:

Article II, Section 2 Board Members and Duties

“The Secretary shall keep the minutes of all Board and General Membership Meetings and shall serve notice of all meetings. All Board correspondence shall be handled by the Secretary.”

Approved by the TAG Executive Board on November 16, 2006