

MANASOTA WEAVERS GUILD  
JOB DESCRIPTION

POSITION: Secretary

REPORTS TO: MWG Board in an elected capacity

RESPONSIBILITIES:

- Take minutes of the monthly and/or special Board meetings and regular monthly member meetings.
- Organize (via the President's agenda) the recorded Board and regular meeting minutes. Type and send to the President for approval. Distribute Board minutes (when approved by the Presiding Officer) to all Board members and to the Webmaster for the Guild website for inclusion in the members section of the website. Send regular meeting minutes (when approved by the Presiding Officer) to the Newsletter Editor for inclusion in the newsletter.
- Send and receive "thank you" notes for donations/gifts. Keep printed copies in the Secretary's file and on disk.

Updated 2/23