

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Secretary	PDE No.:	29
		Revision:	1
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The Secretary is responsible for the preparation and custody of all corporate records of the Greenville Woodworkers Guild, Inc. (the Guild).

Authorization:

The Secretary is an elected Officer of the Greenville Woodworkers Guild, Inc. He/she is a member of the Board of Directors (the "Board") and operationally reports to the President. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Secretary may appoint such assistants as may be necessary to assist with the duties of the Secretary. All such appointees serve at the pleasure of the Secretary.

Specific Duties and Responsibilities:

The Secretary's responsibilities are as delineated in the Bylaws of the Guild and repeated below.

Secretary. The Secretary shall: (a) keep the minutes of the proceedings of the Board and the Members in one or more books provided for that purpose; (b) ensure that all notices to be given under these bylaws are duly given in accordance with the provisions of these bylaws or as required by law; (c) be custodian of the corporate records and of any seal of the corporation, see that it is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; (d) when requested or required, authenticate any records of the corporation; and (e) in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to the Secretary by the President or by the Board.