

## **Clerk/Recording Secretary**

Responsible for recording minutes of guild meetings to be read at the following meeting.

Responsible for recording minutes of executive meetings.

The clerk shall keep on file all minutes, by-laws, committee reports and amendments thereof.

The clerk shall conduct all correspondence under the directions of the President.

Records shall be archived for a period of five years on flash drives.

Email meeting minutes, special announcements, and meeting reminders to members with email addresses.

Responsible for keeping up with any email changes from guild members.