

Secretary

1. Serves as an Officer on the Board of Directors, on the Executive Committee of the Guild Board and on the Grants Committee.
2. Records minutes of all Board meetings, Executive Committee meetings and General meetings of the Guild.
3. Sends notices of monthly meetings and minutes to Board members not less than five days prior to each meeting in accordance with the bylaws.
4. Performs other duties and conducts correspondence as requested by the President.
5. Maintains a list of approved Board policies and a chronological book of minutes. The book of minutes shall also include copies of newsletters and other pertinent documents.
6. At the end of his or her term, provides the incoming secretary with the book of minutes and other appropriate documents relative to the position.
7. Monitors the RMG Secretary email account, secretary@rochestermusicguild.org.