

Secretary

Role Overview: The Secretary is an elected officer of the Heard Museum Guild, serving a one-year term beginning in May, with a maximum of two consecutive terms unless the Board passes a resolution for re-election. The Secretary is a key member of the Executive and Finance Committees, responsible for maintaining the Guild's official records and correspondence.

Key Responsibilities:

- **Meeting Documentation:**
 - Record minutes for all Guild meetings, including Board of Directors, Executive, and Finance Committees.
 - Ensure the proper handling and archiving of these minutes and any official Guild correspondence.
 - **Guild Records:**
 - Collect and transfer materials prepared during the Guild year to the **Billie Jane Baguley Library and Archives** at the end of the year.
 - Note: Materials related to the Indian Fair & Market are managed by the respective Chair.
 - **Website Content Review:**
 - Regularly review the Guild website for accuracy and ensure information related to the Secretary's office is current and correct.
 - **Guild Board Handbook:**
 - Annually review and update the Guild Board Handbook to reflect any changes.
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Additional Duties:

- **Committee Participation:**
 - Attend all required meetings, including those of the Guild, Board, Executive Committee, and Finance Committee, as well as any other meetings requested by the President.
- **Process Improvement:**
 - Promote innovation and process improvements within the Guild. Any new initiatives or changes in approach must first be discussed with the assigned Coordinator or the Guild Executive Committee and, if needed, approved by the Executive Committee or the Museum.
- **Ad-Hoc Tasks:**
 - Carry out additional duties as assigned by the President of the Board.