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|  Large Logo Guild.jpg | SecretaryJob DescriptionUpdated November 2016 |

**Description:**

Prepares notes and produces records of the Guild and Executive meetings.

**Term:**

Two year appointment unless an extension is agreed to by the member in the role of Secretary, and the membership.

**Responsibilities:**

1. Take minutes at the monthly meetings and executive meetings. Approved meeting notes will be posted on the website.

2. Work in conjunction with the communications person to maintain website.

3. Manages and redirects guild emails.