

**GENERAL JOB DESCRIPTION
FOR THE OFFICE OF SECRETARY
GUILD OF BOOK WORKERS, INC.**

Included herein are the general duties of the Guild of Book Workers Secretary. Details, how-to's, samples of items, etc. are maintained in the Secretary's file, and can be provided to a successor to the office.

Administration

Be aware of duties for the Secretary in the Guild Bylaws and the Board's *Policies/Standing Rules*.

Receive mail from the Guild's "home office" mailing center in New York City.

Handle each of the mail pieces or distribute to Board members accordingly. Maintain mailing labels for Board members who receive most of the mail.

Maintain list of Board members which includes mailing address, electronic address, phone numbers (cell, fax, home, work).

Maintain the official Minutes Book of the Guild of Book Workers, Inc.

Maintain, in addition to the Minutes Book, various documents for the Board, such as "*Policies/Standing Rules*", officer job descriptions, various Guidelines, etc.

Maintain file of Annual Reports.

Be familiar with current edition of *Robert's Rules of Order*, specifically the sections pertaining to meetings, parliamentary procedure for meetings, general duties of officers, etc.

Be aware and familiar with how to set up the Board teleconference calls as the "Host" on the calls, the AT&T rules for same; the *Guidelines for Teleconference Meetings* for Board members; and maintain in a safe place the "Host" code.

The Corporation, its Legal Documents, and Supplemental Documents Thereto

Keep on file and maintain the legal documents of the Corporation, which are the Certificate of Incorporation, Bylaws, and Minutes Book as well as any supplemental documents to the legal ones.

Be familiar with the Bylaws and assist as needed for adherence to same.

Assist as needed when amendments to the Bylaws are necessary, following proper procedure.

Meetings of the Board of Directors

Work with the President to set Board meeting dates for each calendar year at the October meeting (*usually held prior to Standards Seminar*). Announce same at October Board meeting. Send formal list to Board members when sending minutes of the October meeting.

Maintain list of the year's Board meeting dates, noting any changes as they might occur.

Maintain an electronic address book to be used in electronic communications. Send using personal email address.

Send to Board members the "Official Notice of a Meeting" 10 days prior to meeting dates. Include in this notice all pertinent information.

Set up an Attendance List after sending this notice, to note responses and actual attendance for inclusion in the minutes.

Take minutes of all meetings.

Prepare minutes (*see samples in the Minutes Book*). Be certain to include all appropriate/pertinent "Attachments", putting on top each page of required data.

Meetings of the Board of Directors, continued...

Send minutes without actual attachments electronically to Board members as soon as possible following meetings; and for sure, in not previously done, when sending out “Official Notice of a Meeting”.

Meeting of the Guild Membership: the Annual Meeting

Obtain from Standards Seminar Chairman the date, time, place for Annual Meeting,
Put notices as to the meeting, date, time, place in:

June and August Guild Newsletter (*deadlines are May 1 and July 1 respectively*)

Guild Listserv

On Guild Web site

Send same information to Calendar Editor of the Guild Newsletter.

Take minutes of the proceedings and prepare for distribution.

Annual Report for Each Fiscal Year (July 1 to June 30)

Notify Board members to submit an annual report pertinent to their office or Chapter, as per Section IB, *Policies/Standing Rules*.

Gather the reports by the deadline set and format/prepare master report.

Submit to for placement on the Web site for the membership by September 1. Put notice on Guild Listserv of its availability to members.

Print hard copy of Annual Report for proper signatures following approval, and file.

Annual Election of Officers

Handle election process. Refer to Board’s “Procedures for Election of Officers”.

Be aware of “Time Line for Election of Officers”, Reference #1 to “Procedures”.

Maintain file of biographical sketches of past candidates.

Maintain file of job descriptions of Board positions.

Receive slate of candidates and their biographical sketches from Nominating Committee Chairman.

Prepare format and text for both printed and electronic election ballots, following steps in “Procedures”. Have ballots ready for voting by July 1.

Receive returned printed ballots and electronic tallies by July 31, reporting results as noted in “Procedures”.