

KEY RESPONSIBILITIES:

Chairman of the Board

- Ensures Guild activities and operations adhere to the by-laws and mission of the organization
- Chairs meetings of the Board of Directors
- Provides policy leadership

1st Vice President (VP)

- ?
- Surrogate for President if needed
- Succeeds President

2nd Vice President

- ?
- Surrogate for 1st VP if needed
- Succeeds 1st VP

Secretary

- Has fiduciary responsibility for any written Guild documentation, principally the By Laws, Guild Rules & Board minutes

Treasurer

- Has fiduciary responsibility for the accuracy & completeness of any Guild financial function and any financial report
- Prepares Guild budget & monitors actual vs. budget expenses
- Makes financial policy recommendations to Board

