



For Art and Community

www.guildofharwichartists.org

Date: October 8, 2019

RE: Guild of Harwich Artists - Biennial Election of Board Officers
From: Michael Rudden & Dona Tavano, Nominating Committee
Subject: Candidates for Board Officers

In accordance with the Guild's By-Laws, the Officers (President, Vice President, 2nd Vice-President (*Proposed New Position*) Secretary and Treasurer) shall be elected at the Annual Meeting (November 16, 2019), and serve a term of two years. New officers will assume their duties on January first.

This is your opportunity to nominate candidates, including yourself, to the position of President, Vice President, Secretary or Treasurer. Fill in candidate name below and return to Michael Rudden @ msrarch@gmail.com.

The Board will review received nominations at the 9:30 am Monday, October 7th meeting. Guild members are always invited to attend the Guild Board meetings.

Guild of Harwich Artists - Officers Roles and Responsibilities:

Title:	Responsibilities: <i>[By-Laws page 5]</i>	Write-In Nominations:
President:	<ul style="list-style-type: none"> • The President shall preside at all meetings of the Guild and Executive Board. • Guild President shall investigate conflict of interest issues. <i>[By-Laws page 7]</i> 	
1 st Vice President:	<ul style="list-style-type: none"> • Preside in the absence of the President. • Assume the office of the President should a vacancy occur. • Shall assist & coordinate the Program Committees. 	
2 nd VP: <i>(New)</i>	<ul style="list-style-type: none"> • Shall preside in the absence of the 1st Vice President. • Shall assist & coordinate the Members-at-Large and Ad-Hoc Committees. 	
Secretary	<ul style="list-style-type: none"> • Shall keep a record and distribute all meetings of the Guild and the Board. • The Secretary will handle official correspondence and may be asked to prepare and distribute documents at the Board and General Meetings. 	
Treasurer	<ul style="list-style-type: none"> • Responsible for all financial transactions of the Guild. • Monthly written financial statements shall be presented at membership meetings and meetings of the Board. • Responsible for all tax documents of the Guild and Gallery. • The Treasurer's records shall be subject to annual audit. 	