

WCG Position Duties

Membership Secretary (two year elected position, no more than two consecutive terms)

- Collects mail from Post Office box and distributes it to the appropriate Board members (this duty may be performed by another Board member, depending on ease of access to mailbox).
- Maintains up-to-date membership database and mailing list, including honorary and complimentary memberships.
- Prepares membership directory for distribution to the membership. October meeting is the deadline for inclusion in the main directory, January meeting for the addendum.
- Sends out membership renewal notice with May meeting announcement and reminder emails (as necessary).
- Coordinates the mailing of the slate of candidates with the Nominating Committee for May elections.
- Responds to requests for membership information.
- Emails the monthly meeting announcement to the membership ten days prior to the meeting, to the Dist List and communications@washingtonconservationguild.org three weeks prior to the meeting.
- Retains a copy of each meeting announcement and membership directory for the WCG archives.
- Contacts President if he/she cannot attend a Board meeting.

Director (two year elected position, may serve one additional year)

- Regularly attends Board meetings to make procedural and policy decisions and to stay informed about Guild activities.
- Is responsible for coordinating two or more of the monthly meetings (see *WCG Director Duties for Organizing Monthly Meetings page*).
- Prepares information for meeting announcement and sends it to communications@washingtonconservationguild.org and membership@washingtonconservationguild.org four weeks prior to the meeting date.
- Contacts the Intern Coordinator for a meeting summarizer and follows up to ensure that the summary gets to Web Content Editor in timely fashion.
- Coordinates with Logistics Chair regarding refreshments, supplies, facility details, and set-up/clean up.
 - standard food order should be for 30 people
 - December/January meeting 60+ people
- May be asked to participate in special assignments.
- Contacts the President if he/she cannot attend a Board meeting.