

develop properly, maintain currently and have custody of all Guild financial statements and records, as well as have custody of the seal of the Alberta Artists Guild;

all cheques and other negotiable instruments drawn on the funds of the Alberta Artists Guild shall be signed by the Treasurer and either the President or Vice President;

present at the Annual General Meeting the audited financial statements for the latest complete fiscal year, present to the Auditor promptly all necessary fiscal statements and records and, following completion of his or her term, assist as necessary the Auditor and the incoming Treasurer in the performance of their duties.

- (v) **Membership Secretary** will be Chairperson of the Membership Committee and have custody of the register of Guild members; will be a member of the Election Committee; will be responsible for all matters related to the position of membership Secretary; collect all membership fees, issue receipts, with the exception of storing or banking of monies which will be the responsibility of the Treasurer; serve notice promptly as required under Section 3B; and ensure the responsibilities of the Membership Committee, pursuant to Section 2E are discharged.
- (vi) **Exhibition Chairperson** will be responsible for all Guild exhibitions and sales. Notwithstanding this overall responsibility the Exhibition Chairperson may appoint in his or her stead any Active or Life Member as the Exhibition Chairperson with respect to any exhibition or sale. Any Exhibition Chairperson acting or so appointed will be responsible for all matters associated with such exhibition or sale and will follow the policy guidelines established by the Guild pursuant to Section 4A and those set out in Section 4B.
- (vii) **Immediate Past President** will serve as Chairperson of the Election Committee and will provide counsel as requested to the Board.
- (viii) **Committees-At-Large** will assume such responsibilities as may be assigned from time to time by the Board.