

4 OFFICERS AND COMMITTEE

EXECUTIVE:

Shall comprise a President, Vice President, Secretary and a Treasurer, who are empowered to act within limitations, and have their actions ratified by subsequent committee meetings.

(a) **President.**

Shall, where possible, act as chairperson at all Committee, Annual, General and Special General Meetings. He/she shall be an ex-officio member of all the sub-committees, and shall present an annual Report.

(b) **Vice President**

Shall officiate in the absence of the president.

(c) **Secretary**

Shall give notice of all meetings and keep a comprehensive set of minutes of such meetings, conduct all correspondence and keep copies of same and keep an up-to-date register of names and addresses of all members.

(d) **Treasurer.**

Shall keep an account of all finances and give an up-to-date report at each meeting, bank all monies into an account approved by the Committee, pay all legitimate accounts as approved by the committee and prepare the annual statement of accounts for audit and presentation to the members.

(e) In addition to the above, the Committee shall also comprise of the Immediate Past President, ~~Magazine Editor~~ **Webmaster, Training Coordinator** and four (4) members of the Guild who shall be elected at the Annual General Meeting. The Committee may co-opt additional committee members as required.