

Corresponding Secretary

The Corresponding Secretary is a volunteer position, appointed with approval of the President and Board of Directors. The duties and responsibilities of the Corresponding Secretary, as designated in the Bylaws, are as follows: *To handle correspondence as directed and act as Secretary in the temporary absence of that officer.*

Duties occur throughout the year and include, more specifically, the following:

1. Answer and/or initiate correspondence as appropriate or directed by the President.
2. Send get-well and sympathy cards when needed and, as appropriate, present information about memorials. Send thank you notes to our speakers and to those who make donations to the Guild.
3. Prepare a report for submission to the President and the Board that summarizes the activities of the committee over the past year as well as concerns and recommendations. The report should be submitted before June 1 so that it is available in April for the new membership year.

Last Update – April 2024