

STATE CORRESPONDING SECRETARY JOB DESCRIPTION

The Corresponding Secretary shall send advance notice of forthcoming Board Meetings to Board Members and other Chairmen as directed by the State President. This officer shall prepare the annual list of State and Chapter Officers if requested to do so by the State President. The maintenance of a current master address sheet of members to aid the Newsletter Editor and gathering of articles is also helpful.

DUTIES:

1. Shall attend the State Executive Board Meetings, State Convention, Council Meetings, and other meetings as directed by the State President.
2. Shall send out notices of State Board Meetings to Board Members under the direction of the State President. These notices should include location, date, time, costs, agenda, RSVP, and maps.
3. Shall prepare and mail State Function Invitations to Past State Presidents as directed.
4. Shall send cards, memorials, and other correspondence as directed.
5. Shall prepare and present a Report of Corresponding Secretary in triplicate for yourself, State President, and Recording Secretary.
6. Shall itemize expenses and attach receipts when requesting reimbursement for officer expenses from the State Treasurer.
7. Shall keep all files up to date and be prepared to forward records to successor promptly.
8. Shall act as liaison and provide information to the State Webmaster in order to maintain the State Website.
9. All submissions for the State Website should be directed through this officer.

Revised Sept. 2025