

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Corresponding Secretary**

**The Corresponding Secretary** is a member of the Executive Board and the Executive Board.  
By-Laws information on the Executive Board is included in Article V: Executive Board.  
By-Laws information on the Executive Committee is included in Article VIII: Executive Committee.

**Description**

(from By-Laws Article VI: Officers, Section 6):

The Corresponding Secretary shall attend to all official correspondence of the Club except that pertaining to finance.

The Corresponding Secretary is expected attend monthly Board Meetings and Luncheons.

**Basic Job Functions**

Receive and act upon information from fellow members concerning the illness, hospitalization, death of a loved one, someone just in need of a “We’re thinking of you” card, or upon special request by the President

Write thank you notes to speakers and/or restaurants

Write a welcome note to each new member and mail along with the Club Directory and the current issue of the Chatter

By the day before each monthly Luncheon, email the “Correspondence” article to the **Chatter Editor** listing the names of the members to whom cards were sent and the types of cards sent

Attend to other Club correspondence as requested by the **President** or Board (such as Welcome Social invitations to new members or necessary correspondence to new members)

Replenish cards and stamps as needed

Save receipts to submit to the **Treasurer** periodically

At the May Board Meeting, submit a budget request to the **Treasurer** for the year following your term, to include items such as stamps, cards, and other supplies

At the May Board Meeting, submit a written report to the Board summarizing the year’s activities

Assume responsibilities of **Recording Secretary** in the event of her absence

## **Procedures**

### **Get Well, Sympathy, etc.:**

Send an appropriate card from the Club

At the Board Meeting, announce the names of members to whom cards were sent and give this list to the **Recording Secretary**

At each monthly Luncheon, announce the names of members to whom cards were sent

By the day before each monthly Luncheon, email the "Correspondence" article to the **Chatter Editor** listing the names to whom cards were sent and the type of card sent

### **Welcome cards for new members:**

Obtain the list of new members each month from the **VP for Membership**

Send a Welcome Packet to each new member, including a welcome letter, the current issue of the Chatter and the Membership Directory

### **Thank you notes for speakers and/or restaurants:**

Coordinate with the **VP for Programs** and the **VP for Luncheons** to determine if a thank you note or card is appropriate for a speaker or a restaurant

If appropriate, send a thank you note or card to the speaker and/or restaurant.

## **Requirements**

Ability to serve as Recording Secretary in her absence

Computer and email are encouraged to facilitate communicate with other Board members

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 1, 2014*