

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
- 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.

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 7, 2026