

## CORRESPONDING SECRETARY

### JOB DESCRIPTION

1. Prepare a written monthly report of activities to President and Recording Secretary. Present that report verbally to Executive Committee and Board members.
2. Collect and/or receive information related to illness/death of members, spouses, children, and parents. Report this information to the Information Specialist for distribution to membership;
3. Obtain and send appropriate notes/cards of sympathy, condolences, and get well as appropriate;
4. Send invitations to all past presidents for the April luncheon meeting where past presidents are honored;
5. Receive, report and file any correspondence received from Symphony Society members and/or families or other sources;
6. Obtain list of sponsors for each event from sponsorship chair or event chair. Write note of appreciation to them when their sponsorship is secured. When event has been completed, write a note updating them regarding the success of the event and include a tax form for their use in reporting their contribution. DOUBLE CHECK with sponsorship chair or event chair, and Treasurer their wishes for your assistance in this area;
7. Insure that supplies of Symphony Society stationery are available in office including 8½ x11 paper and accompanying envelopes, and note cards and envelopes. Obtain estimated cost of printing from the current printer and submit to board, should it exceed \$200. Place order for replenishment as needed and forward the bill to the treasurer;
8. Provide a checkout form for stationery (name, date, type and number of stationary taken). Place this form in a convenient place near the stationery for members use.

9. Prepare end of year summary report following April luncheon meeting. Submit to President to be filed and to Historian for archiving.
10. Attend and participate in all Executive Committee and Board meetings for the purpose of discussions and voting. In the event of your absence at a board meeting, appoint another member to report and to vote for you.
11. The term of this office is one (1) year. The officer may agree, if asked, to continue to serve in this capacity for a second and third term.

**Topic 8.-G. Page 2 of 2**

Revised 2015

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