

CORRESPONDING SECRETARY

DEFINITION:

Prepares all official club correspondence.

CLUB MEETING DUTIES:

- Obtains event appropriate cards (get-well, sympathy, etc.) for club members' signatures. Once signed, sees to mailing of the card.
- Fill in for recording secretary as necessary.

MONTHLY DUTIES:

- Prepares all official club correspondence, usually at request of the President, for signature and mailing.
- Attend monthly Board Meetings.
- As Newsletter Editor, compile, edit, and forward the monthly newsletter to the Club President for review by the first Wednesday of each month.
- Responsible for maintaining a record list of members. Record list shall include those members in good standing as well as name, address, e-mail address, phone numbers, date of birth, date they joined the club, and type of membership (life, regular, youth).
- Upon approval from the Club President, distribute the monthly newsletter to all members in good standing by the Monday prior to the first meeting of each month.

SPECIAL ACTIVITIES:

- Assist at SVCC Spring/Fall Coin Shows.