Job duties – Corresponding Secretary

A separate officer of corresponding secretary has charge of the general correspondence of the club, i.e, correspondence not related to the work assigned to some other officer or committee. Each officer or committee chair should write the letters related to her own work or that of the committee.

All communications relating to the general work of the club received by any other officer should be referred to the corresponding secretary for reply. In general, correspondence in her charge includes sending our notices of meetings and communications that have been ordered by the club or established by custom.