

CORRESPONDING SECRETARY

JOB DESCRIPTION

BYLAWS OF ASSISTANCE LEAGUE® OF SALT LAKE CITY

Article 8 Standing and Special Committees

8.03 Appointive Standing Committees.

(d) Member Services Committees.

(3) Corresponding Secretary. The Corresponding Secretary shall write chapter social correspondence.

The Corresponding Secretary shall:

1. Be appointed by the Third Vice President/Member Services Chairman, with Board approval.
2. Serve on the Member Services Committee.
3. Attend Member Services Committee meetings.
4. Send chapter social correspondence to members acknowledging events such as illness or death of family members. This may be done at the request of members.
5. Send thank you cards or other acknowledgements as requested by members, including auxiliaries.
6. Send notifications to family members acknowledging donations made in memory of a loved one and to members acknowledging gifts made in their honor.
7. Submit Corresponding Secretary budget needs for the succeeding year to the Member Services Committee Chairman by their requested deadline.
8. Discuss job description changes with Third Vice President/Member Services Chairman prior to submission to Bylaws Chairman in accordance with Bylaws 8.02 (g).

Technology: Word, email, legible handwriting