

UMWC CORRESPONDING SECRETARY JOB DESCRIPTION

(This is a two-year presidentially appointed position. It can be extended)

Attends governing board meetings when possible. Prepares reports for board meetings. Submits an annual report in triplicate to the president at the end of the fiscal year at the June board meeting.

Serves as collector of information about crises in the lives of members and their families.

Expresses sympathy and concern to members and their families in case of personal problems including illness and death

Get well notes:

Send note to a member, **over the president's signature*, when notified of illness, surgery, etc.

Keep a record for the end-of-the-year report, the names of members to whom a get-well note was sent, the nature of the affliction, as well as the date and who made the notification.

Deaths:

When notified of a member or family member death, send condolence note to the family of the deceased **over the president's signature* with a copy to the president. If a past president or officer perishes, include their title and year(s) of service if available. For members or spouses include the information that the club is making a donation to the Scholarship Fund in the deceased's name.

Share this information with the following board members:

President, Historian, Treasurer, Membership Chair, Newsletter Editor, Directory Editor, Records and Dues Chair and the VP for Scholarship Fundraising.

Keep a record for the end-of- the-year report, the name of the deceased members or their spouses, death date, who made the notification, date note sent and to whom the note was sent.

Deceased names will be listed in the following year's directory, which you will furnish to the Directory editor.

For the Newsletters:

Submit to the editor: For each issue: In a small article, submit the names of deceased members and spouses of members along with a brief sketch of the person – if available.

All expenses incurred can be reimbursed.

Publication's chair can print envelopes with name, address and title for the Club note cards.

Reviewed by Barbara Burleigh, July 10, 2023