

Jardineros de Placitas

Job Description - CORRESPONDING SECRETARY

BYLAWS REFERENCES:

Article VI

Sec. 1: The officers of the Club shall be a President, a Vice-President, a Recording Secretary, a Corresponding Secretary, and a Treasurer.

Sec. 2: The officers shall be elected . . . for a term of one year. . . .

Article VII

Sec. 1: The officers, the immediate Past-President, and the chairs of standing committees shall constitute the Board of Directors.

Sec. 2: The Board of Directors shall supervise the affairs of the Club between its regular meetings and shall implement such policies and actions as directed by the membership. It shall make recommendations to the membership, and perform such other duties as specified in the Bylaws of the Club.

Sec. 4: Meetings of the Board of Directors may be called at the discretion of the President or upon written request to the President by three members of the Board.

Article VIII

Sec. 1: The officers shall perform those duties prescribed by these bylaws, duties usually performed by persons in such offices, and such other duties as the Board shall direct.

Section 5. The Corresponding Secretary shall assume the duties of the Recording Secretary in the absence of that officer; shall attend to all correspondence; shall report on all correspondence received by the Club at the appropriate monthly meeting.

STANDING POLICY REFERENCES: None

GENERAL DUTIES:

A. Report on all incoming correspondence to the Club membership at regular meetings

B. Prepare cover letters for donation checks (under own signature)

C. Prepare thank-you letters to speakers, hosts, contributors, etc., as appropriate, for signature of the President

D. Get mail regularly from Placitas Post Office, Box 704, and deliver:

- Bank statements to Treasurer, monthly
- Post office box payment-due notices to Treasurer, semiannually
- Thank-you letters, newsletters, etc., to Webmaster for web input
- Checks for dues to Treasurer as soon as possible, keeping in mind November 15 deadline for inclusion in yearbook

E. Provide backup to Recording Secretary in his/her absence [see job description of Recording Secretary]

F. Keep track of expenses incurred (mainly postage) for reimbursement at year end or close-of-books by Treasurer

G. Maintain Jardineros letterhead

H. Maintain files as applicable/needed

I. Maintain post office box key

J. Attend all Jardineros board meetings and perform such other duties as are assigned by the Board or the President.

COMMENTS AND SUGGESTIONS from predecessors:

Ensure that all mail that is misdirected to the post office box is delivered or communicated to the appropriate party(ies) in a timely manner.

Updated September 2013