

RWCSDC

2022 LEADERSHIP WORKSHOP
January 8, 2022

CORRESPONDING SECRETARY

Presentation: Lorraine Place

CORRESPONDING SECRETARY

At RWCSDC the 2021 corresponding secretary was the officer that sent out all club information via MailChimp. This system can support large numbers and is used in many businesses. Haydee Sterling was the officer with this job and is the knowledgeable person for this process. She is the President of Oceanside if you have questions.

Corresponding Secretary duties can be varied according to the needs of the club or President.

- 1) A corresponding secretary may coordinate club communications which can be written or electronic and are generally under the direction of the President. This may include the following:
 - a. Email notifications of club meetings giving date, time and place.**
 - b. Reservations chairman for events.**
 - c. Compose and send correspondence as directed which may include e-mail correspondence, Thank you or Bereavement notes.****
- 2) Make phone calls or send e-mails as requested and may be called upon to compile and mail a monthly newsletter which will require retaining an up-to-date mailing list.**
- 3) Keep a file of all correspondence received and sent by the club including any resolutions or updated materials.**
- 4) An electronic device capable of sending and receiving e-mail is highly recommended.**
- 5) Keep a notebook for filing correspondence and any related supplies.**