

## Corresponding Secretary

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### General duties:

*(From Bylaws Article VIII, Section 7)*

- All officers shall:
  - present written reports at each meeting of the Executive Board;
  - maintain current job descriptions and Manual of Procedure to be passed along to their successors.

*(From Bylaws Article VIII, Section 8)*

- Any officer may be removed at any time by a majority vote of those present at any duly constituted meeting of the Executive Board. Officers must fulfill their duties as outlined in the Bylaws and must attend at least four (4) Executive Board meetings during their term of office.

### Specific duties are:

- Read correspondence at meetings as directed by President/and or Executive Board.
- Write letters requested by the President.
- Send out mailings as requested by the President. Use e-mail when possible for mailings. E-mail not recommended for greeting cards.
- Photocopy letter, fold and stuff envelopes, add postage, return address, mail as soon as possible.
- Keep a current list of Executive Board members this includes elected officers, ex-officio members, all directors, and committee chairmen or coordinators.
- Provide stationery for Executive Board members and committee chairs as requested.
- Provide legal sized envelopes for Executive Board members and committee chairs as requested.
- Provide informal cards and envelopes for Executive Board members and committee chairs as requested.
- Keep two files:
  - 1 - Copy of all letters requested to be sent by the President.
  - 2 - Copy of all Corresponding Secretary's reports.

### A suggested time-table for duties follows:

#### November - odd year (incoming)

- Plan to attend the State Conference.
- Attend last Executive Board meeting to receive files and Manual from out-going Corresponding Secretary.
- Receive from out-going Corresponding Secretary leftover reports from Board meetings to be mailed to all voting Board members not in attendance at the Conference. The Recording Secretary will have a list of those who attended.

- Ask new President if they would like to have you print the informal cards and envelopes.
- Locate a printer in your area to print new stationery and legal envelopes, informals and envelopes when necessary.
- Take to printer FSMTA sheet of logos included in the files.
- Try to establish an account for FSMTA with the printer so that you can get printing done. Immediately mail the invoice to the FSMTA Treasurer so that prompt payment can be made to the printer, or see if the printer would bill the FSMTA Treasurer directly. If payment must be made at time of purchase, pay the bill and fill out a Reimbursement Form; immediately send it to the FSMTA Treasurer.
- Locate a business that will make photocopies for no more than 5 cents per copy.
- Update list of Executive Board members with new information that may have been received at the State Conference.
- Consider making address labels for Executive Board members.
- Consider making return address labels.

### **January, May, October**

- Prepare a written report for Executive Board meeting. Include in report:
  - number of mailings done
  - amount of stationery or envelopes purchased.
- In October, prepare a verbal report to be given during a General Session at the State Conference.

### **February, June**

- Attend State Executive Board meeting.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Collect all undistributed leftover reports from each Board meeting session and mail one of each to all voting Board members not in attendance at that meeting - the Recording Secretary will have the list of those who have attended.
- Update list of Executive Board members.

### **November**

- Plan to attend State Conference and attend State Executive Board meetings.
- Make available at all meetings all types of stationery and envelopes.
- Turn in Reimbursement Form to FSMTA Treasurer, with receipts stapled to Form.
- Collect all undistributed leftover reports from each Board meeting session and mail one of each to all voting Board members not in attendance at that meeting - the Recording Secretary will have the list of those who have attended.
- Update list of Executive Board members.
- Present verbal report during General session at State Conference.

**November - odd year** (outgoing)

- At last Executive Board meeting turn over files and Manual to new Corresponding Secretary.