

CORRESPONDING SECRETARY

The corresponding secretary shall attend to all incoming and outgoing correspondence as directed by the president and the board.

PROCEDURES:

1. Corresponding secretary is responsible for all correspondence and will share all received correspondence as directed by the president.
2. Maintain an adequate supply of stationery with the club letterhead and envelopes. She shall be reimbursed for postage.
3. Upon the board's direction, she will send letters/notes to the appropriate news agencies stating the club's position on pertinent issues.
4. Upon the board's direction, she will post notices/noteworthy items on The Friendly Garden Club's website by contacting the webmaster.