

CORRESPONDING SECRETARY

Eligibility

A candidate for this office shall have been an active member in good standing for at least two club years by the date assuming office

Duties

1. conduct general correspondence of The Fillies, Inc. which is not a function of another office or committee
2. Send notices of monthly board meeting and special meetings (as directed by the President) to the members of the Board and the Derby Festival Representative
3. Be responsible for the meeting arrangements of the board of directors and attend all board meetings
4. Send cards, flowers, etc. for sickness, death, birth, concerns, etc. to members and family. Submit information to newsletter by the deadline. Give monthly reports at all board meetings for cards, flowers, etc. sent the previous month. One copy of the report goes to the recording secretary and one to the president
5. Give updated reports at the general meetings
6. Assume other duties assigned by the president, the board of directors, or the executive committee
7. Make request for payment of postage on proper form to the treasurer with a copy to the president
8. Make year end report of all transactions for the final meeting of the year with one copy to the president and one copy to the new corresponding secretary
9. Be in charge of mailing list and keep updated Fillies emails
10. Keep a calendar of all committee meetings

Skill set

1. Have and be able to use email
2. Access to a local phone number
3. Good writing skills