

GFWC Rotonda West Woman's Club

Corresponding Secretary

JOB DESCRIPTION

The Corresponding Secretary keeps a record of the correspondence of the Club and reports all correspondence to the membership at the General Meetings.

The Corresponding Secretary keeps a record of outside donations made to the Club and may be asked to reply to the donor with thanks unless the President has already done so.

The Corresponding Secretary is responsible for recording all donations made to the Memorial Scholarship Fund as well as coordinating deposit of those funds with the Treasurer into the appropriate bank account. It is then the responsibility of the Corresponding Secretary to send a note of thanks to the donor and to notify the family of the person in whose name the Memorial donation was made.

The Corresponding Secretary may share the responsibility of mailing a copy of the Chatter to only those members who do not have Email.

In the absence of the Recording Secretary, the Corresponding Secretary may take the minutes.