

Corresponding Secretary Job Description

Purpose: To maintain the bylaws, update the committee guidelines, compose and send correspondence on behalf of the organization and maintain the Post Office Box. Should the occasion arise, assume the President's duties in the absence of the President and Vice President.

Responsibilities:

- Is familiar with MPWC: acquainted with the mission, organization, history, finances, programs, activities and services.
- Collects, opens and distributes incoming mail; composes and sends outgoing correspondence on behalf of the President and the organization.
- Maintains bylaws if required under the direction of the Executive Officers.
- Maintains Executive Officer, Committee and Subcommittee job descriptions by assuring the Club's thumb drive containing this information is current. Provides updates on this information to the Club's President and Communications Director for posting on the website.
- Assures that the incoming President is given the Club's updated thumb drive.
- Executes duties of President in the absence of the President and Vice President.

Skills Required: Ability to compose business letters, use word processing software, and print and send emails including attachments.
