

SECTION V. CORRESPONDING SECRETARY:

1. Shall attend all Governing Board Meetings, Executive Board Meetings, General Membership Meetings and NCSC functions;
2. Shall be a voting member of the Governing Board;
3. Shall assume any duties deemed necessary by the president;
4. Shall sign, prepare, pick up, and dispatch all correspondence in connection with NCSC activities; (i.e.: special invitations, thank you notes, sympathy cards and birthday cards, etc.)
5. Shall be responsible for ordering and maintaining stationery supplies and stamps for distribution upon request of other board members;
6. Maintain all correspondence files of NCSC and turns these over to her successor upon her departure or expiration of her term in office;
7. Shall maintain a current Board Roster and Electronic Distribution List of all Board Members;
8. Shall assume the duties of the Recording Secretary if absent;
9. Shall maintain a position profile within VMIS and record monthly volunteer hours;
10. Shall maintain and update board notebook to include:
 - a. Complete job descriptions to reflect the overall responsibilities of the position and compliance with the notebook SOP.
 - b. Present updated notebook to the Parliamentarian at the April Governing Board Meeting for review
 - c. Notebooks and all job materials shall be given to successors at the joint Governing Board Meeting in May.
11. Shall maintain a detailed monthly record of all income and expenses related to their position;
12. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
13. Shall notify Honorary Members of their status when appointed;
14. Must be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
15. Shall be an administrator with the Recording Secretary and Publicity Chair on all Social Media; (i.e.: Facebook, Website, and e mails)
16. Shall not go into a binding contract for the North Country Spouses Club.