

## 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 all electronic correspondence;
6. Notifies all members of the executive board of regular and special meetings and makes all the necessary arrangements;
7. Maintain all correspondence files of NCSC and turns these over to successor upon departure or expiration of term in office;
8. Shall assume the duties of the Recording Secretary if absence;
9. 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
10. Shall maintain a detailed monthly record of all income and expenses related to their position;
11. Shall report a detailed monthly record of all income and expenses related to their position at each Governing Board Meeting;
12. Shall maintain board member roster;
13. Shall notify Honorary Members of their status when appointed;
14. Supervises maintenance of copier and orders office supplies;
15. Must be familiar with website maintenance and fluent in appropriate computer programs necessary to job performance;
16. Shall be an administrator with the Recording Secretary and Publicity Chair on all Social Media; (i.e.: Facebook, Website, and emails)
17. Shall not go into a binding contract for the North Country Spouses' Club.