

Officer Training 2020

Corresponding Secretary Notes – By: Jaden & Barron



Duties

- Arrange all correspondence (letters, cards) received since the last meeting in convenient order and take to the meeting.
- Read communications when requested by the president. If there are none, you should state so to the president and club.
- Reply to correspondence or write letters, cards, as directed by your club. This can include:
 - Birthday Cards
 - Thank you notes
 - Donation request responses