

## CORRESPONDING SECRETARY

### **DUTIES:**

1. Attends all regular meetings of the board of directors and other meetings as requested by the president.
2. Prepares the correspondence of the chapter in accordance with the instructions of the board of directors.
  - Acts promptly on all correspondence, writing letters, or filling out and mailing necessary forms as directed by the president or board.
  - Sends congratulatory letters to all Regional and International competition winners immediately following competition.
  - Sends thank-you notes when appropriate, for special services or gifts provided to the chorus.
3. Acts regarding members:
  - Notifies International Headquarters when the Chapter declines an application, including a copy of the declining letter to the applicant. (See Standing Rules I B 5)
  - Sends a written notice to the member of acceptance into membership in a timely manner.
  - Notifies members whose membership is in jeopardy due to default in dues payment.
    - ◊ (See Standing Rules I G 2)
4. Sends official letters containing chorus identification and/or chorus logo.
5. Maintains the chorus birthday list.
6. Takes notes and minutes in the absence of the recording secretary.
7. When a successor is appointed, assists the successor in accessing job description, chapter and Sweet Adeline International guides, minutes, bylaws and standing rules, and other pertinent /information from electronic storage.

Pride of Kentucky Chorus

Ratified: April 25, 2025

Edited: 09/02/2025 to add item #5 re Birthday List