

## **CORRESPONDING SECRETARY**

### **I. STATEMENT:**

The Corresponding Secretary shall conduct the correspondence of these organizations, as Directed by the President. She is an elected officer and is a member of the Executive Board, and the Membership & Credentials Committee.

### **II. DUTIES:**

- A. To be familiar with the WSLC Bylaws, General Membership Standing Rules and Board of Directors Standing rules.
- B. To attend all meetings of the General Membership, the Executive Board, and the Membership and Credentials Committee.
- C. To be responsible for the correspondence of the Council including email distribution of of the Bulletin.
- D. To prepare an e-mail list, as well as a mailing list as received from the Treasurer, including all members, past presidents, and honorary members, Governor, Lt. Governor, Attorney General and Legislators.
- E. To prepare membership mailings in cooperation with the Membership and Credential Committee.
- F. To prepare mailings to new organizations accepted to membership during the biennium.
- G. To serve on the Membership and Credentials Committee
- H. Deliver a file containing all materials pertaining to the work of this office, including this job description, to the Policy Chair.
- I. Maintain postage, letterheads, envelopes, card etc.

### **III. PROCEDURES:**

- A. Mail a welcome and orientation letter, composed by the President, prior to September meeting, both years of the biennium to the following:
  - 1. All members, keeping extra copies of the letters on hand for members changed during the biennium.
  - 2. The Governor's spouse, the Chief Justice of the Supreme Court spouse, women legislators and guests.
  - 3. The spouses of the legislators in November of the 1st year of the biennium and to the spouses of newly elected legislators in November of the 2nd year of the biennium
  - 4. All past Presidents, who are entitled to life membership?
- B. Use e-mail whenever possible.

**IV. TIME TABLE:**

- A. Prior to September 1st: Immediate mailing of welcome and orientation letters.
- B. November of the second year of the biennium: The mailing of welcome and orientation letters to the spouses of the newly elected legislators.

**V. BIENNIAL REPORT:**

A report of the work of the Corresponding Secretary shall be submitted at the biennial business meeting. There shall be four (4) copies submitted, one (1) to remain with the Policy Chair for the Board Handbook and the remaining three (3) to be distributed to the President, Recording Secretary and Historian. .

**FOR REFERENCE:**

A complete set of the job descriptions is contained in the Executive Handbook which is in the possession of the President, President-elect, first and second Vice Presidents, Recording Secretary, Parliamentarian, Policy Chair and Immediate Past President.

Drafted August 2013

Adopted March 19, 2014