



Mountain Garden Club Position Description Form

Position Name

Corresponding Secretary

Date Created: May 9, 2016

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Home Phone: _____

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Committee Name: Corresponding Secretary

Position Overview:

The Corresponding Secretary (CS) is an Executive Board position. The CS will attend Executive Board meetings whenever possible. The CS will be responsible for assuming the job of the Recording Secretary in her/his absence at board meetings or business meetings. The CS will attend to all club correspondence and send out notices to individuals and organizations. The CS will notify the New Hampshire Federation of Garden Club's (NHFGC) CS of officer changes on even-numbered years.

Skills/Abilities/Other Requirements:

1. Good writing and grammar skills.
2. Organizational skills to coordinate written material and meet deadlines for distribution of minutes in the absence of the recording secretary.
3. Moderate computer knowledge of word processing and e-mail.
4. Ability to interface with organizations outside of the MGC.

Essential Position Functions:

1. Assumes the responsibilities of the Recording Secretary when she/he is absent, taking minutes at either the board meeting or business meeting and recording them for distribution before the next meeting.
2. Attends board meetings periodically to become familiar with the role of the Recording Secretary and the meeting procedure.
3. Writes thank you notes to individuals or organizations that have helped MGC in some way that should be recognized.

Print Form



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