

POSITION DESCRIPTION: Corresponding Secretary

Skills: Organized, attention to detail, good communication skills. Routinely sends emails to members and prospective members as requested.

Frequently used software/systems/apps: MailChimp, Evite, Word or other word-processing software

DAR Resources:

DUTIES per Standing Rules:

The Corresponding Secretary shall:

- a. send notices of meetings and conduct correspondence as requested by the Regent or required by action of the chapter or executive board;
- b. send cards to families of deceased members or to chapter members who have lost an immediate family member;
- c. distribute email messages to members via MailChimp or other platform;
- d. retain copies of correspondence.

Most Frequent Contacts: Chapter Regent, Vice Regent

Timing of Work: Regularly throughout the year. Frequency varies.