

DUTIES OF THE STATE CORRESPONDING SECRETARY

According to the By-Laws the Corresponding Secretary shall be appointed at the discretion of the president. Corresponding Secretary shall handle all official communications and shall assist the President, communications and other details as requested.

As a member of the Executive Board and the Kansas State Council Board of Directors you have voting power.

OTHER DUTIES ASSIGNED

- a) Attend all four state council meetings, executive board retreat, and annual state convention.
- b) Visit chapters and districts whenever possible, give assistance when needed, and act as a good-will ambassador for the state council at all times.
- c) Maintain a file of your work including copies of letters, any helpful materials and suggestions, or ideas for a successor. *Do not use legal-size paper.*
- d) Prepare articles for the *News & Views* when requested and other times when appropriate.
- e) Present a bill for expenses to date at each board meeting, with a final bill being presented before the close the fiscal year.
- f) Present workshops for state convention upon request.
- g) Provide materials to the appropriate chairperson by the date requested for the Kansas State Convention and *Kansas Chapter Handbook* upon request.
- h) Prepare correspondence as directed by the president. As requested, assist the president with the preparation of council meeting letters, reports, etc.
- i) Read selected correspondence at the state council meetings, and state convention.
- j) Prior to the Winter State Board Meeting, forward a letter to all general board members requesting free-will donations for a gift to the state president. This letter may be included in the mailing of the agenda for winter state council meeting or emailed out to the members of the State Council. Collect the money at the winter council meeting, purchase the gift, and present at the state convention.
- k) With input from the President, prepare table tents for the Executive Board prior to the Summer State Council Meeting. These are to be used at the head table of each state council meeting.
- l) Assist the president in every way possible. Be ready to respond to all requests.

(REVISED JANUARY 2013)