

CORRESPONDING SECRETARY

The Corresponding Secretary is the communicating arm of the chapter. This position requires careful attention to matters which call for to communicate with anyone outside the chapter itself. In many cases, a letter\email is the first impression an organization or person will receive about your chapter. It will tell many things about you and ESA.

As Corresponding Secretary, you...

1. Handle all correspondence of the chapter.
2. Work closely with the Chapter Publicity Chairperson on outstanding and noteworthy news to THE JONQUIL, and also reporting to the NEWS & VIEWS. Remember deadline\publication dates.
3. Also, work with the Chapter Publicity Chairperson on local news stories. Be responsible for following through on publicity for the various projects and programs which the chapter sponsors.
4. Read correspondence as directed by the chapter president.
5. When a member moves, notify chapter presidents in the new town by personal note and\or email. Contact ESA Headquarters for chapters in that town.

HINTS

- Correspondence doesn't need to be read in total, but make sure all pertinent information is provided to chapter members.
- Handle all correspondence immediately. Keep a copy for your file.
- Be sure to see that correspondence needing an answer is handled immediately.
- Keep your correspondence on a positive note.
- The chapter may combine the duties of corresponding and recording secretary if it so desires.

ESA Headquarters no longer needs a copy of the chapter minutes. **Please discard the CHAPTER MINUTES REPORT FORM.**