

CORRESPONDING SECRETARY

Revised – July 2012

1. *Your primary duties are to assist with correspondence and, if possible, serve as a traveling companion with the President as needed. She will need your assistance many times in many ways as indicated on this page.*
2. *Assist in preparing a list of current Chapter Presidents and State Board Members, to be included in the officer packet. Announce changes at State Council Meetings and in the Petticoat Journal.*
3. *Complete and distribute Board and Chapter President Rosters to the Board Members, Chapter Presidents and ESA Headquarters within forty-five days after Convention.*
4. *Assist in preparing officer packets for distribution at the June Meeting for Chapter Presidents, Board Members, the state webmaster and two (2) extra for membership.*
5. *Assist in preparing and mailing meeting notices that should be posted on the state website thirty days prior to the meeting. Notice should include directions to send you a list of chapter members who will be eating lunch at the meeting.*
6. *For each state meeting, be responsible for numerous details including: room setup; microphone; flags and flag stands; hanging banner; registration table; pens, pencils, etc.; distribution of materials, brochures, packets, and agendas; head table, including place cards, water and glasses. In general, help with all details in order to create smooth meetings. Know location of heating, air conditioning and light controls and who to contract if problems arise.*
7. *It is customary for the Corresponding Secretary to serve as Registration Chairman for the Leadership Seminar. It is your responsibility to prepare an attendance record of the seminar. Information is taken from registration list. Arrange information in alphabetical order according to city, chapter name and number, and indicate number of members present from each chapter. Mail the list to the Recording Secretary as soon as possible and place a copy in your file.*
8. *Place Judging Sheet envelopes in individual entries for; What ESA Means to Me, Gold Seal, Publicity, Distinguished Achievement Award and Outstanding Youth to be given to the contest chairmen.*
9. *Refer to the STATE CONVENTION POLICIES and PROCEDURES section. AT STATE CONVENTION, BE AVAILABLE AT ALL TIMES AND ASSIST PRESIDENT. Using the seating arrangements, check place cards at each event to see if they are correctly placed.*

Corresponding Secretary (continued)
Revised July 2012

10. *Keep a written record of work pertaining to your office or committee and deliver to your successor at the close of the annual convention.*
11. *Bring this Policy and Procedure Manual to the Board Food Function at Convention.*
12. *You are expected to attend the Incoming/Outgoing Board meeting on Sunday morning. Refer to the INCOMING/OUTGOING BOARD MEETING in the STATE CONVENTION POLICIES and PROCEDURES section.*