

JOB DESCRIPTION
Corresponding Secretary, Capital Calligraphers
2010/11

1. Pick up mail at the Capital Calligraphers' mailbox on a bimonthly basis. Read and sort all mail and forward to appropriate officer or member.
2. Make appropriate notations on incoming newsletters to bring attention to items of interest to members.
3. Mail sympathy, thank you, get well, etc cards to guild members as appropriate and as requested. Handle correspondence as necessary.
4. Submit bill for reimbursement for expenses incurred (postage, telephone, etc) to treasurer.
5. Collect items for Expanding Horizons section of newsletter. Submit timely classes, workshops, etc in a column for the newsletter quarterly.
6. Notify membership chair of changes of addresses for complimentary newsletter exchange.
7. Attend board meetings and provide summary of correspondence received to board and to members.