



JOB DESCRIPTION CORRESPONDING SECRETARY

The duties outlined below for the Corresponding Secretary of an I.I. NCAR chapter are purposely comprehensive, and they can easily be adapted based on the needs of any chapter. [I.I. Chapter Bylaws Format](#) outlines the essential duties for all elected chapter positions according to I.I. Be sure to check your chapter's bylaws and standing rules.

OVERALL DUTIES

1. Distributes all NCAR correspondence to all chapter members per the [resolution passed at the 2018 North & Central American Conference](#). (The President may or whoever handles the chapter email account).
2. Submits monthly [Chapter Activity](#) reports to headquarters, including the number of members and guest attending (from the Membership Chair) and pictures (from the Historian).
3. Submits [Future Activity Reports](#) based on information from Special Event committee chairs (luncheons, exhibitions, anniversaries) or 1st V.P.
4. Sends cards to chapter members who are ill, have lost family members, or have other needs for a "Friendship through Flowers" greeting.
5. Fills in for Recording Secretary as needed.
6. Provides a printed or digital copy of all documents/records to 2nd V.P. and the Historian or online depository.