



### **DWC Corresponding Secretary**

The Corresponding Secretary shall conduct the correspondence of the organization as requested by the President, Executive Board and Governing Board.

Typical correspondence includes but not limited to:

- Thank you letters as requested
- Letters to outside businesses or organizations as requested
- New Club member welcome note along with the Brief Summary of the Club as requested
- Special letters to members as requested

Corresponding Secretary will also read and report on correspondence received by the Club at Board meetings and general meetings.

Corresponding Secretary shall be Advisor to Chairs for:

- Friend to Friend
- Membership

Note: Any correspondence received from a Family Assistance Fund recipient should be given to the Chair of Family Assistance Fund.