

## CORRESPONDING SECRETARY

### DEFINITION:

Prepares all official club correspondence.

### CLUB MEETING DUTIES:

- Obtains event appropriate cards (get-well, sympathy, etc.) for club members' signatures. Once signed, sees to mailing of the card

### MONTHLY DUTIES:

- Prepares all official club correspondence, usually at request of the President, for signature and mailing.
- Fill in for recording secretary as necessary.
- Attend monthly Board Meetings.
- Assist at SVCC Spring/Fall Coin Shows.