Club Corresponding Secretary

The Corresponding Secretary is responsible for:

- Receiving, sending and reporting all correspondence for the club.
- Write letters of invitation, requests, announcements of information and thank you notes as needed (see samples that follow for proper writing technique).
- · Keep log of all correspondence received and sent (see samples).
- · Keep an updated email/mailing list of club members to send reminder letters/notes and club updates. (Use member registration page).

Log of All Correspondence - Received

Date Received	Sender	Reason for Correspondence	Response/action taken
Sample: October 12, 2006	Community Food Bank	Thank you for volunteering over the weekend to fill food orders	None, letter given to historian to place in club scrap book
Sample: October 8, 2006	County 4-H Agent	Looking for volunteers to assist at the 4-H open house	Email will be sent to County Agent to let them know who can help



Log of All Correspondence - Sent

Date Sent	Recipient	Reason for Correspondence
Sample: October 8, 2006	County 4-H Agent RCE of your county 123 Your Street Your Town, NJ 12345	Email sent – Letting the county Agent know who will be volunteering to help at the Day at the Mall Event