**Boxwood Garden Club**

**Corresponding Secretary Job Description February 2023**

* The Corresponding Secretary shall be the official correspondent for the Club.
* This includes writing letters and notes to members, both past and present, due to sorrow, success and life celebrations.
* It also includes writing Thank You notes to speakers and presenters following club meetings.
* It is also the job of this secretary to welcome our new members with a note.
* The Corresponding Secretary is responsible for ensuring that she has a good supply of Boxwood Garden Club fold-over note cards on which to write her correspondence.
* Coordinates annually with the Boxwood Endowment Fund Secretary/Treasurer to ensure she has enough note cards
* New cards can be printed when necessary and reimbursed by the club
* Stamps are also reimbursed by the club
* Always have enough on hand for the new members (5 card/envelopes each)

Which will be presented with green ribbon tied around them to the new members.