

CORRESPONDING SECRETARY PRESENTATION TO LEADERSHIP WORKSHOPS

The position of Corresponding Secretary is as diverse as the organizations Bylaws but the bottom line is communication. Those accepting this office need an awareness of the importance of the exchange of information because they are a conduit between members within the club as well as individuals and organizations without.

The tool that is vital to this endeavor is e-mail. Nothing is faster or more efficient. Your computer allows you to create distribution lists by in-putting the e-mail addresses of your club members. Once the data has been entered sending messages and information out becomes an easy task. I personally use Blind Copy or BC to insure the privacy of e-mail addresses and prevent those large blocks of addresses at the top of an e-mail page. In one of my positions as Corresponding Secretary, I represented members who had not published their e-mail address in the club's handbook. By phoning each one to let them know no one would see their address but me, I was able have 100% participation saving me time and the organization money. Michigan Garden Clubs, Inc. for years had a policy of printing and mailing Call Letters costing a fortune in paper, printing and postage. As Corresponding Secretary to MGC President Lynn Dinvald, I asked the Executive Board of Directors to wave that policy replacing it with e-mail attachments. They approved and now only the Call Letter to the Annual Meeting is mailed because it is required by the Bylaws. Those who did not have computers received their Call Letters by mail but the number was in single digits.

The office of Corresponding Secretary is fascinating because you use empathy in writing cards and notes of thanks, congratulations, encouragement and sympathy and organizational and computer skills in sending out news and information to all who interact with your club. Just as the titles indicate, the Recording Secretary records and the Corresponding Secretary corresponds. Both offices are respected for their importance to the membership.

Karen Gentile

Director District III