

# PALISADES WOMEN'S CLUB JOB DESCRIPTION

Updated January 2018

## CORRESPONDING SECRETARY

Performs duties prescribed under The Palisades Women's Club Bylaws, Article V, section 3 ("General Executive Board Duties"), and such other duties as may be prescribed in the Bylaws or assigned by the PWC or the Executive Board.

## INTRODUCTION

Responsible for all correspondence as directed by the Executive Board members and Event Chairs. Electronically provides notices of meetings, meetings minutes and member rosters to the members. Publishes club events in local newspapers and magazines and in the Palisades Community Club (PCC) newsletter.

## MAJOR DUTIES AND RESPONSIBILITIES

Attends all General and Executive Board Meetings.

Send emails and notices as directed by Executive Board members and event chairs to the entire PWC membership. Notices that need to be sent to individuals attending an event are sent by the event chair.

Sends email blasts and deadline reminders to PWC members about Service and Social functions.

Sends recorded Board Meeting minutes to Board Members and General Meeting minutes to entire PWC membership. These minutes are provided by the Recording Secretary and should be sent as attached PDF documents for review and approval.

Works with the Membership Chair to keep the mailing list current and electronically distributes the rosters to the General Membership.

When applicable, submits notices of events to newspapers. Provides PWC information to *At Home in Palisades* and *Lake Wylie Pilot* when requested by the Executive Board.

Prepares a monthly PWC Newsletter, August through May, about the upcoming General Membership meeting and emails it to the PWC members generally on the 20th of the month.

Provides the monthly PWC Newsletter to the PCC for distribution to Club members along with a short notice to be included in the PCC monthly newsletter.

Sends notes (Congratulatory, Sympathy, Thanks, Thinking of You) on behalf of Executive Board, as appropriate, to the PWC members.

