

MADISON CATHOLIC WOMAN'S CLUB

CORRESPONDING SECRETARY

1. Attend as many Madison Catholic Woman's Club Board of Directors (BOD) and General Meetings as possible during two-year term.
2. Read MCWC correspondence received by the President/Co-Presidents at Board Meetings.
3. Send letter of appreciation to the pastor of the parish where general meeting was held.
4. Send any correspondence requested by the President.
5. For board meetings:
 - a. Make arrangements regarding place, time and dates of all BOD Meetings, confirming information in early June. Currently, meetings are held at St. Mary's Hospital.
 - b. Contact all BOD members by phone, post card, or email prior to first meeting of the year, notifying them of upcoming BOD meetings.
 - c. Report names of BOD members who are unable to attend.
 - d. Obtain and distribute parking passes for BOD members using parking ramp.

Revised: 05-31-2012