

Corresponding Secretary – Job Description

JOB PURPOSE

The Corresponding Secretary receives incoming communications and distributes them to the appropriate Director, Committee Chair or membership at large. The Corresponding Secretary may also send messages on behalf of the Society

DUTIES and RESPONSIBILITIES

Picks up mail from the post office box and distributes it.

Monitors the Society e-mail address.

Sends notices to members.

AUTHORITY AND ACCOUNTABILITY

Holds the mailbox key.

Keeps email lists confidential, for Society use

Liaises with Directors and Committee Chairs

Liaises with the database administrator.

BUDGET

Stamps

SKILLS KNOWLEDGE EXPERIENCE:

- Communication and editing skills
- Computer literate- has email skills using MS Outlook (essential)
 - Knowledge of other email programs such as gmail is helpful.
 - Has a access to a computer with Ms Outlook software

Corresponding Secretary – How To

Post Office Mail

The Society mailbox is at Blowes Stationery on Wellington St.

- The box number is 21032.
- Our full mailing address is Box 21032 Stratford ON N5A 7V4

Pick up the mail approximately weekly.

Most mail can be kept and distributed to the Directors at their meeting on the first Monday of each month.

Some items may be more time sensitive and can go directly to the person responsible. Below is a list of the most common items and who gets them.

Stamps - the Treasurer can advance petty cash for the purchase of stamps. Give the receipt to the Treasurer. Alternately, postage can be put on a credit card. In this case, the Treasurer needs the actual receipt (not the credit card receipt) to reimburse. It is helpful to hand in any receipts for Society purchases on a monthly basis.

Incoming Email

The Corresponding Secretary is given access to the email account bywho?.....

The email address is sdhs1878@outlook.com. The email can be checked weekly or more often, as desired. Messages are forwarded to the appropriate Board member(s) and/ or Committee Chair or members at large. Below is a list of the most common items and who gets them.

Delete "Junk" messages.

Are there folders?

Email account in Outlook

The email account has built-in frequent contacts and "group" contact lists. These include Directors, current members, District Directors, other Societies, OHA, OMAFRA. Updated addresses are obtained from the database administrator, approximately twice a year. External addresses, such as other Societies and District 10 Directors, are found on the OHA website.

Information is updated at minimum once a year by.....

Outgoing Correspondence

Notices of meetings are sent the third week of the month by. The president sets the Agenda.

Notices of, special events and opportunities can be sent as needed. When a card of appreciation is needed, the corresponding secretary sends something appropriate.

Retention

Messages are automatically kept online in Outlook. Paper correspondence is all passed from the Corresponding Secretary to the appropriate Director. It is then kept with the Board Minutes by the recording Secretary.

It is recommended to back up the email folder to a disk once a year, in February after all the Annual Reports have been submitted by the Executive.

Important information

- Our charity number is 11919 9917 RR0001
- Our website is <http://www.gardenontario.org/site.php/stratford>
- Our Facebook page is

How to distribute the mail

| When | What | From | Goes to | Time sensitive?? |
|------------------|--|--|---------------------|--------------------------------------|
| September | Society Budget request due by Sept 15 | Email from City of Stratford | Treasurer - | ASAP |
| November and May | Hard copy of HST form | Post box – Revenue Canada | Treasurer | ASAP |
| November/Dec | Charity form T3010 | Revenue Canada | Treasurer | ASAP |
| January | Notice of Ontario Grant request | OMAFRA | Treasurer | ASAP |
| Ongoing | Memberships | Post box - anyone | Membership Convenor | monthly |
| Ongoing | Donations | Post Box - Anyone | Treasurer | monthly |
| Ongoing | Checks-donations, | sponsors | Treasurer/ | monthly |
| Ongoing | Catalogues, ads, | VanHof and Blokker etc | Director meeting | By 1 st Monday each month |
| Ongoing | Notices of events | usually from other garden clubs | Director meeting | By 1 st Monday each month |
| Ongoing | Society Membership renewal | RBG, Tourism Alliance, Leisure Council | Director meeting | By 1 st Monday each month |
| Ongoing | Questions about identifying plants or gardening techniques | anyone | Master Gardeners | Don Farwell |
| Ongoing | People who want to give us | Anyone | Plant Sale Chair | Any time |

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| | plants, dig their garden | | | |
| Ongoing | Questions about a specific SDHS Society event | Anyone | Chair of that event eg Garden Tour, Garden Festival | Any time |
| Spring | Scholarship or bursary application | From high school student | Bursary Committee | ASAP |

