**Corresponding Secretary – Alpha Upsilon**

The corresponding secretary attends all executive board meetings.

The corresponding secretary makes a list of members, sends out a reminder for monthly meetings, and collects RSVPS. She informs the presidents, hostess, and refreshment committee members of the number of members who will be attending the meeting.

* At the beginning of the school year, use the Directory to make a current email list of AU members (sample enclosed in red folder)
* Make a check off sheet of all members’ names to keep track of RSVPs and save it in Google Drive. (sample enclosed)
* Use the email list to send out a monthly email to all AU members reminding them to RSVP for the upcoming meeting. Set a deadline date. Send the email to yourself and blind copy everyone else so people are replying only to you and not to the entire group.
* As you receive RSVPs, write a one or two sentence response to each responder, acknowledging her RSVP, and keep track of numbers on your list.
* On the deadline date, notify presidents, hostess, and refreshment committee of the total number of people attending so far, the number of guests, and the number who have not responded.
* Send a reminder email (blind copied except to yourself) to those members who have still not responded.
* On Sunday night or Monday morning before the meeting, let the presidents, hostess and refreshment committee members know how many people will be attending the meeting.
* If there are guests, notify the membership chairman so she is aware of guests.

The corresponding secretary is responsible for sending cards and/or notes to the membership in the event of illness, deaths, life events, and in instances where a member is homebound or unable to attend meetings. The corresponding secretary also sends a thank you note to the hostess of a meeting. The corresponding secretary keeps track of cards sent and received each month.

* At each general meeting, the corresponding secretary reports on cards sent/received, and encourages members to reach out to those we have not seen in a while, who might need a note of cheer, and to those reserve members who have moved a distance away.
* If a member has experienced a serious illness, accident or death in the family, you might want to notify all members by email prior to announcing it at a meeting so members can reach out to the individual as soon as possible.

The corresponding secretary notifies the treasurer of her expenses for cards, stamps, stationary, etc. Current Treasurer is Rose Gant. There is a voucher form (enclosed) which must be filled out and mailed to the treasurer, along with receipts.

* We have a few leftover Get Well and Thinking of You cards that I am enclosing in the red folder. I usually purchased a package of thank you cards to thank our hostesses, and sympathy cards as needed.

Karen Wilcoxen

April, 2024