

CORRESPONDING SECRETARY

JOB DESCRIPTION

The Corresponding Secretary is elected by the Tinker Officers' Spouses' Club membership. The Corresponding Secretary is responsible for conducting all OSC correspondence as designated by the President, and distributing all correspondence received in the OSC mailbox

COORDINATING OFFICER:

The President is the officer to whom you first take all questions or actions regarding this office.

COORDINATING DUTIES:

1. **FINANCIAL:** Vouchers/receipts must be given to the Administrative Treasurer for reimbursement for all expenses that are administrative in nature, however, expenses incurred as a direct result of fundraising activities should be charged to the Welfare account. Receipts submitted must be attached to the Voucher form. Once the voucher has been completed, the voucher and receipts shall be given to the appropriate treasurer before any reimbursements will be made. Advance checks can be written on occasion with the joint approval of the Administrative Treasurer and the President or First or Second Vice President. Any expenses, which exceed the amounts listed on the budget approved by the OSC Board, shall be subject to approval by the OSC President. The OSC fiscal year is 1 June through 31 May. Receipts for expenditures prior to the April board meeting are due at that time to be reimbursed. After that, only expenses incurred after that date are eligible for reimbursement. Exceptions are made at the discretion of the President.
2. **LEGAL MATTERS:** All legal questions and situations are to be filed through the Parliamentarian; the President should also be advised.
3. **ABSENCES:** If you are unable to attend a board meeting, always notify the President and the Recording Secretary. Failure to attend three (3) consecutive meetings without adequate reason may, after consultation with the advisors, result in replacement.
4. Pick up and distribute mail to all appropriate committees from the Post Office to the OSC Pendaflex file in the Club at least once a week or arrange a time schedule approved by the OSC President.
5. When requested, conduct all OSC correspondence for the President, Board members, Advisors and committee chairpersons. Persons requesting correspondence should provide names, addresses, personal or military titles and other pertinent information.
6. Obtain a calendar of events of OSC activities for the coming year from the President. Provide a copy of the calendar to the President, both Vice Presidents, Board members, Committee members, and Advisors, Smoke Signal editor, and for printing in the Membership Roster.
7. Post incoming correspondence in the OSC display case at the Club (after being recorded and read at the monthly Board meeting-including, but not limited to, thank you notes). When removed from the display case, keep in your records until the end of the board year.
8. Correspondence and Thank you notes relating to Welfare requests and/or disbursements are then given to the Welfare Chairman for h/her to keep on file (includes scholarship awards).
9. Maintain the OSC bulletin board in the display case located at the Club.
10. Perform other duties as delegated by the President.
11. When necessary, submit articles to the Smoke Signal for publication according to the assigned deadline. The editor will not be held responsible for members who fail to follow the guidelines and deadline.
12. Participate as a member of the Budget Committee.
13. Participate as a member of the Policy Revision Committee.

14. The Corresponding Secretary will assume the duties of the Recording Secretary in h/her absence. Likewise, the Recording Secretary will assume the duties of the Corresponding Secretary in h/her absence.
15. Be custodian of the keys to the Officers Spouses' Club post office box. There are two keys: one for the Corresponding Secretary and one for the Thrift Shop Manager. The address is OSC, P.O. Box 45616, Tinker AFB, OK 73145-0616.
16. Be custodian of the key to the OSC display case located at the Club. There is one key, and it will be maintained in the Pendaflex file box located in the club office.
17. Keep and board positions labels on mail folders current in the Pendaflex box of files.
18. Custodian of the OSC copier located in the copier/supply room in the Tinker Club office area. Responsible for purchasing supplies as needed for the copier such as paper and toner cartridges.

Revised 01/2012