

DSA Corresponding Secretary Job Description (Difficulty Rating: Moderate; Time: 3 hr/mo)

Shares the responsibilities listed in the Board of Directors' job description.

This person must have computer skills, including the use of Word, Excel, Google Drive, email, Facebook and WhatsApp.

- Send notifications of all club meetings scheduled, canceled or rescheduled at least 5 days prior to the meeting of the membership. (WIX, Facebook, WhatsApp)
- Send notices for Special Club Meetings at least 5 days prior and not more than 15 days prior to the date of the membership meeting to the membership.
- Send notices of Special Board Meetings at least 5 days prior and not more than 15 days prior to the date of the board meeting to the board.
- Notify the American Kennel Club of the new officers and directories of the club and provide an updated membership roster.
- Creates ballots for the annual election of officers.
- Give monthly reports as needed at the club meetings.
- Have a skillset to create flyers for events when needed.
- Notify officers and directories of their election to office.
- Notifies the Nominating Committee members and alternates of their appointment.
- Upon receipt of the Nominating Committee's report, the corresponding Secretary shall, at least two weeks before September meeting, notify each member in writing of the candidates so nominated.
- Present the nominating committee's slate to the membership prior to the election.
- Share at club meetings club correspondences from external sources.
- Notify the membership of club events through social media or email.
- Notify the officers and directories of Board Meetings. (January, March, May, July, September and November)
- Regularly check the club's Gmail and Facebook public page. And respond as needed.
- Send approvals and closeout notices from AKC regarding specific events to the chair of that event for storing on google drive.
- Create an annual board group on WhatsApp with the newly elected members.