

Corresponding Secretary Position Description

General Duties

- Actively promote and represent PARID by attending local functions, including public forums relating to interpreting issues and the Deaf community.
- Serve as the board liaison to at least one PARID committee.
- Submit corresponding secretary reports for the quarterly newsletter including membership information.
- Be actively involved in a local district.
- Participate in the PARID Board Yahoo group.
- Respond to all mail, email, and telephone correspondence in a timely manner.
- The Corresponding Secretary shall have such other powers and perform such other duties as may be prescribed by the Board of Directors.

Board Meeting and General Membership Duties

- Attend all PARID board and general membership meetings.
- Submit a written corresponding secretary report to the PARID board in preparation for each regular board meeting and annual membership meeting.
- Provide a current list of members to the annual conference/seminar planning committee.
- Provide voting cards for the annual meeting.
- Oversee the credentials table prior to the annual meeting.
- Ensure that individuals are available to count votes during the annual meeting.

Membership Duties

- Receive and process all membership forms.
- Update and maintain a directory of current membership.
- Forward the current membership list (when updated) to the president, CMP coordinators, SWAP coordinator, newsletter editor, and district representatives.
- Send membership dues and the itemized membership report to the PARID treasurer upon completion of processing a batch of memberships.

Correspondence Duties

- Maintain a running file of communications and correspondence sent and received on behalf of the organization.
- Send communications on behalf of the organization as directed by the PARID Board of Directors.

DOCUMENT HISTORY

Established 06/2005
Revised 10/2006
Revised 05/2009