Company Corresponding Secretary Responsibilities

Introduction
Responsibilities fulfilled by the company corresponding secretary facilitate correspondence and communication from the company president to the company board, the camp boards, and elsewhere. She supports camp counterparts through training and encouragement.

Summary of ISDUP Constitution and Bylaws
- Conducts correspondence of the company under direction of the president who shall sign all correspondence pertaining to company business.
- Provides notice of time and place of all meetings and keep files of all business letters of the company.

Responsibilities
1. Notify Company Board and Camps of Meetings and Events as Directed by Company President
   - As directed by the company president, send notification details of upcoming meetings
   - Follow up with reminder emails and/or calls
   - As directed by the company president, prepare and send out agendas

2. Maintain Lists of Company Officers
   - Update as needed the Company Officer List
   - Encourage camp counterparts as they maintain their Camp Officer List

3. Provide Correspondence for the Company Board
   - Write letters and assist the company president as directed
   - Maintain files—hard copy and/or digital—of letters received and their replies

4. Develop Invitations and Programs for Company Events as Directed by Company President
   - As directed by the company president, assist with developing, preparing, and distributing invitations and programs for company events.

5. Provide Training to Company Board and Camp Secretaries
   - Know camp secretary duties so you can answer questions and support
   - Provide training and on-going encouragement
   - Support camp counterparts by providing training and on-going encouragement

6. Perform Other Duties as Assigned by Company President
   - Take minutes of company board meeting when the company recording secretary is unavailable, as directed by the company president.
   - Prepare birthday, sympathy, get-well cards, etc., as directed by the company president.

7. Use Only Current Forms and Information Found at ISDUP.org