

# BPC CORRESPONDING SECRETARY JOB DESCRIPTION

*As an elected officer, the Corresponding Secretary is a representative of the Brook Park Council and has the ability to affect the image and reputation of the BPC.*

## **CHARACTERISTIC:**

- Model good leadership qualities; maintaining honesty and high level of integrity
- Devoting adequate time to the position
- Working as a team member with the officers of the BPC
- Exercising good ethical judgment
- Setting aside personal views and act in the best interest of the BPC
- Possess good writing skills and proper grammar with a proficiency in e-mail blasts and newsletter formatting.

## **TIME COMMITMENT:**

- Attend and actively participate in Board Meetings once per month
- Executive Board Meetings (approx.) once per month or as needed
- Most of the work can be done on your own schedule
- Rotate with Board members to represent the Board at scheduled school and BPC events

## **TYPICAL MONTHLY TASKS:**

- Handle all correspondence, other than minutes, as directed by the president, i.e. eBlasts
- Acts as greeter at monthly meetings along with Vice President to welcome attendees
- Provides and maintains tent cards for Executive Board and membership at meetings
- Shares all correspondence received with meeting attendees
- Send out cards, thank you letters, etc.
- Shall notify Board and members of scheduled meeting date and agenda one week before meeting
- Maintain a historical file of all correspondence
- Maintain a procedure book for the Corresponding Secretary position

## **TYPICAL ANNUAL TASKS:**

- Prepare a file for the past year to include all newsletters, e-blasts and correspondence for historical purposes to be filed in the BPC file cabinet housed in the school office

## **TRANSITION and RESOURCES:**

- Incoming Corresponding Secretary takes office immediately following the May meeting
- Outgoing Corresponding Secretary will work to transition information to incoming Corresponding Secretary during the month of June
- BPC Board Policy and Procedure binder – including By-laws and job descriptions
- Articles about Corresponding Secretary topics
- Past files and examples including historical meeting agendas and minutes
- Computer files and email addresses
- Maintain documentation (paper and computer files) related to their function and deliver this documentation and any official materials to their successor within ten day after the meeting at which the successor was elected

*I have reviewed the above job description with the incoming Corresponding Secretary.*

\_\_\_\_\_  
Outgoing Corresponding Secretary Signature

\_\_\_\_\_  
Date

*I have received and understand the above job description for Corresponding Secretary and will execute to the best of my ability.*

\_\_\_\_\_  
Incoming Corresponding Secretary Signature

\_\_\_\_\_  
Date