

Corresponding Secretary

The Corresponding Secretary position is voluntary and part of the Executive Committee of the Northeast Community Organization (NECO). Responsibilities are defined below and may include other related duties that the President and/or Executive Committee may assign:

- Meet monthly with the Executive Committee
- Send notices of meetings to board members and/or community members
- Maintain email database of all members and partners
- Send email blasts, as requested
- Assist with maintaining and updating the NECO social media platforms

In addition, we are always actively seeking community members who would like to volunteer in the NECO catchment area. If interested in joining, we'd love to hear back from you. Some of the available committees include: Public Safety, Youth Engagement and so much more!

For more information, please contact:

NECO (Northeast Community Organization)

P.O. Box 66621

Baltimore, MD 21239

necobaltimore@gmail.com

www.necobaltimore.com