**CORRESPONDING SECRETARY**

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## **INSTRUCTIONS FOR CORRESPONDING SECRETARY**

Upon assuming your position as corresponding secretary, you shall attend a joint meeting of all outgoing and incoming officers and receive current supplies and instruction documents pertaining to your job. This meeting is to be held within one month of installation. You are also to check out the Ceremony of Initiation and be ready to participate in an exemplification two months before it is scheduled in your yearbook unless you have an initiation during the year (before it is scheduled), or your chapter has an initiation team. Also, you will have continuous access to an online training module at anytime of the day or night as it will remain online in the “Local Chapter Online Training” section of the P.E.O. International website. You should view the training module as soon as possible.

1. **General Guidelines for the Corresponding Secretary**
2. Duties and instructions can be found in the following locations.
* Constitution, Part III
* Bylaws of Alabama State Chapter
* IOLC -Instructions to Officers of Local Chapters, also known as “IOLC” and Policies Pertaining to Local Chapters (Current)
* SPOT Reminder

P.E.O. Websites (peoalabama.org and peointernational.org)

b. Promptness in dealing with all aspects of the duties of the corresponding secretary is of the utmost importance. Invitations should be sent the same day or the following day after the chapter acts, letters must be written promptly, and all changes to membership must be reported as soon as possible on the Member Update which is found on the International website. Staying current with all these items of business will be of special help at annual report time.

c. The corresponding secretary has the additional responsibility of lending all aid possible to the president in her efforts to expedite the chapter meeting. All forms should be completed and prepared before the meeting begins. All forms to be sent elsewhere should be processed promptly.

d. The president should make the President's Book available to the secretary so that she may study any part of the meeting that applies to her office.

e. When presenting a report or reading correspondence, speak in a voice loud enough to be heard. Be sure to know how to pronounce all names. *State the name of correspondent before reading the item.*

**2. Updating Officers and Committee Chairs on the International Website**

\*\* The corresponding secretary is responsible for updating new officer, committee, and convention delegate information on the International website in March.

*Immediately following* election and installation of officers, record the newly elected officers and committee chairs (include project, technology, and membership) on the International website so they can receive their materials from both the state and International.

**All names must be entered every year, even if the chair or officer does not change. Use the same installation date for all officers, even if one sister is installed at a future meeting.**

**3. Correspondence of the Chapter**

1. Prepare the Corresponding Secretary’s Monthly Report to Chapter for the first meeting of the month, reporting for the previous month. The report is dated the day of the meeting. As a courtesy to the recording secretary, the corresponding secretary may list all items of correspondence on the reverse of the report form in case any should become lost.
2. Social correspondence of the chapter is done at the direction of the president. For example, you should write thank you notes to a guest speaker and for other appropriate instances. Engraved notes are available from P.E.O. Supply.
3. When reading correspondence, announce first who sent it. After reading the correspondence, hand it to the recording secretary who then has it for reference when writing the minutes. She distributes official correspondence to the appropriate officer (i.e., ELF reports to the ELF chair, letters from the state president to the president, etc.). Any official correspondence is kept for one year. Social correspondence is to be destroyed after it is recorded in the minutes and approved.
4. The last item of correspondence read is the letter of acceptance of a transfer or reinstatement.
5. Refer to the current Proceedings of Alabama State Chapter or Alabama website for the addresses of the state officers and standing committee members. State officers and standing committee members change following state convention each year. **A list of newly elected officers and committee members is distributed to your delegates at convention.** This list is updated in your yearbook.
6. The **Directory of Presidents (local, state, and International)** is available on peointernational.org. This may not be copied or used for any other mailings and may not be distributed to those who are not members.

**4. Yearbooks**

You have two options to submit your yearbook:

* Send electronically to each member on the state board and print and send one copy to the Alabama State Chapter Secretary for display at state convention.
* Send a total of 6 printed copies: one to each board member with two copies to the Alabama State Chapter Secretary, one to be displayed at state convention

**5. Recognition of Membership**

Check your Chapter Membership Summary frequently to see if a member will be celebrating a special anniversary. Inform the president and chapter in sufficient time to plan for a celebration. This may be a local chapter celebration or at a Reciprocity meeting.

**6. Annual Reports**

Refer tothe IOLC for instructions.The annual reports of the corresponding secretary and treasurer will be submitted online. The president, by approving the reports online, confirms that the figures agree.*Please be sure to confer with your president.*. Read the release report to chapter when received.