

## Job Description By Month for SGC Corresponding Secretary

2018-2019

### All Year

1. Send letters of condolence from the club to the surviving husband OR children of the member. Also send a letter to a member in the event the member has lost a spouse or child. Include details of the member's involvement of the club. Prior leadership positions can be found in the recently scanned archives. Then go to the GCA page for the deceased member and change her status. IF the SGC member was an officer for more than two years in GCA, send an 'obituary' to GCA for inclusion in the quarterly edition of The Bulletin. Email a PDF to the current Editor of The Bulletin as well as the Zone XII Director and SGC club President. The 'obituary' should include the SGC Club positions and GCA positions held as well as the member's particular interests and years of membership. Look at the last few pages of past editions of The Bulletin for examples of length and content. Make a copy of any obituary you find in the Seattle papers and a copy of your letter to the family. Keep all in the Obituary folder.
2. Make notations of changes in your copy of the Greenbook and Excel sheet as needed throughout the year. These will be mainly changes of address and corrections to any errors found until June and July when committee chairmen will send you their changes. As you make a change to any address or membership status of any member, go to the Excel member sheet and make the change, then send a copy of the new Excel sheet to the Communications Chairman.
3. If a major club event is held (examples include the Flower Show, Preview Party, Pam Green or Iris Wagner Speaker Series, etc) send a letter of thanks on behalf of the Club to the Event Chair.
4. Attend all monthly Board Meetings and report as you send out correspondence.

### By Month

June – At the In and Out Board meeting, announce the Greenbook deadline to all committee chairmen. June 30 is a good deadline for everyone except the Finance Chair, Program Chair and the Chairman of Meetings Arrangements. The financial section may take longer to complete and will be submitted to the printer in one complete section. It will be difficult for you to proofread for content but will need to be proofed for formatting after the printer submits a version for proofing. Allow the Finance Chair until July 30 to submit. Same with the Program and Meetings Chairs as some meeting speakers and locations may not yet be finalized.

June – Call Puget Sound Business Forms at 206-527-8733. Kevin has been our contact there for several years. Introduce yourself and discuss deadlines. You will need to have the Greenbook inserts in your hands at least two days before the SGC September picnic.

June – Look at the inventory of stationery and the three-ring green binder covers. Stationery was last ordered in 2016 and ample green binders ordered in 2017. Extra stationery and binders are stored in the file cabinet in the office as well as in the basement storage room. Make sure that there are six left-over inserts and green binders for the incoming Provisional class.

June – Update our club info on the GCA site. The SGC President will provide you with the list of new Board Members. Go to the GCA website, log in and you should be able to look at various members pages AND see a small “Edit” button on the right side of the page. If you do not see the “Edit” button, call GCA and make sure they know you are the new Corresponding Secretary. Once you are able to log in and see the “Edit” button, add the position held to each member who is on our Board. Most positions will be held for two years.

July – Begin updating and formatting the Greenbook insert pages. Collect and print all lists of committee members provided by the Committee Chairs. Keep all emails printed and saved in a binder as you make changes to the new Greenbook. Using whatever format Sound Business determines,

make changes to each section. Be sure to contact any chairman who has not sent you changes, including the Judging chairman. Some judges will change their status.

Be sure to move members by category in the list of members. The Membership Chair should give you a list of changes to member status. Once you have that list, make all those changes in the GCA site as well.

July – ask 4-5 people to be proof readers in early-August. The Finance Chair and Meetings Chair and current President should be in that group.

August – September - Finalize the Greenbook and work with Sound Business Forms. We normally order enough for all our members except Inactive. Then we add extra inserts as requested and paid for by some members, then add an additional 15. (We save some to sell during the year and give some to the Provisional Chairs to hand out to new members in May.)

At no point should you have to go to Sound Business at 9600 Stone Way North. However, you may want to go and pick up the inserts. They can also be delivered for a fee.

Call the Finance chair and get a list of who paid for extra inserts and binders. Appx 20 members will want a second insert and several will request a new binder. Prepare envelopes including the requested inserts and binders for each member to hand out at the Picnic. It makes it easier if you alphabetize them. We DO NOT send inserts to Inactive members. We DO pay postage to mail inserts to Non-Resident members.

September – Hand out inserts at the Picnic. Ask one person to help you.

At the September Board meeting, give a report of how many inserts were ordered. Start noting any changes or corrections for the following year.