

## CSADA JOB DESCRIPTIONS

as of 11/16/02

### GUIDELINES FOR CORRESPONDING SECRETARY

[N AUGUST:

1. Set up the new host schedule for the coming year (see notebook section on this).
2. Send out to all members:
  - a. Host schedule
  - b. New list of officers and committees (Get from president).
  - c. Dated set of revised by-laws (unless these are still under discussion—then it makes sense to wait until they are completed) (Print from the website).
  - d. Updated membership list (Get from recording secretary).

TWO WEEKS BEFORE EACH MEETING SEND:

1. Meeting notice for upcoming meeting. Note: Meetings are held 2nd Tues except for Mar and Oct which are scheduled on the Tues after the show.
2. Minutes of previous meeting (sent to you by the Recording Secretary), except for the August mailing.
3. President's agenda, if there is one. Check with the president to see if there is an agenda about one week before you send the meeting notice.
4. Ballots for meetings when we are voting on new member applications, or by-law revisions.
- 5~Host's name and program (or show report)
- 6-After May meeting, mail out minutes to members. Don't wait until August. \_\_\_\_\_