

## **CORRESPONDING SECRETARY**

The Corresponding Secretary is responsible for distribution of correspondence to members at the direction of the President.

Username: theweeders1907@gmail.com

Password: See Confidential Files

Keep the Gmail contact list up to date. You don't need anything more than member's email address.

Website and Domain Communications: Check the Weeders incoming emails regularly for communications from [www.wix.com](http://www.wix.com) our Website host, from [www.weebly.com](http://www.weebly.com) where our Domain Name is registered, and from Paypal. Forward emails from Wix and Weebly to the Website Administrator and from Paypal to Treasurer.

**Meeting Notices** – sent in conjunction with President and Program Chair.

- **Timing:** We send at least two notices; the initial one goes out two Sundays before the meeting and includes all the “What to Include” information, below. We found Sunday notices get the best response. The worst day to send is Friday, when members are thinking about the upcoming weekend.

The second notice goes out the Sunday before the meeting. Include a list of acceptances and regrets. You should repeat all the info. Make a note of any new members and remind Weeders to welcome them. If you get a response that a guest will be coming, notify the President so she can welcome them.

Send a draft of both the first and second meeting notice to the President so that she can change or add elements to the email blast. We often bunch together a number of reminders and alerts in the meeting notices so as to limit the overall number of emails received by members.

- **Track RSVP's:** Tally the responses as they come in; otherwise, you will be hunting through emails on the Sunday before the meeting. One easy way to do this is to start a draft of the second meeting notice in our Gmail account, and list names of acceptances and declines as they come in. Give the Hostesses and Meeting Chair an update so they know how much food to prepare.

### **What to Include:**

- What, When, Where
- Map and map link
- Upcoming next month
- RSVP in something very bold.

- Leave the “To” field blank. Then, in the “BCC” field, use “The Weeders” group. This way individual responses to your email blast don’t go to everyone.
- **With Flower Show:** Months with Flower or Photography shows must also include the Schedule and Rules (in the body of the email) and attachments for the Entry Cards and Entry Lists. Always remind them to print the Entry Card in Landscape View. Ask the Flower Show chair if there is anything she wishes to add to the email, such as encouraging words, etc. She supplies the wording; you just edit if necessary.

### **Minutes**

- The Minutes are sent to all members via email.
- Minutes must come from the President after they have been approved.
- Maintain a file with minutes on your hard drive. Make a folder for each year. These go to the Archivist/Historian at the end of the year in a format determined by the Archivist/Historian.
- Treasurer Reports: Attach any Treasurer’s report to the email. These also go in your annual archive.
- Annual Meeting: At the Annual Meeting, each Committee Chair submits a report. These are all included with the minutes of the Annual Meeting
- The Minutes are to be sent to the Website Administrator for posting.

### **Flower and Photo Show Results, Awards**

These are furnished by the respective Committee Chairs. If you get them in time, include with the Minutes for that month. Otherwise, send a separate email.

### **In Memoriam**

When a member dies, we send out a separate email. Wait for the details of services, etc. We usually say “Sad News” in the Subject line. The Corresponding Secretary also sends out an “In Memoriam” Card with information obtained from the historic information files (currently the Vice President – moving to the database).

### **Member Changes**

New Contact Info should be sent to:

- President
- Awards Chair
- Database
- Print and Publications
- Treasurer
- Website Administrator
- Include the details of the new contact information in the next email.

### **Requests from Members**

You may get requests from members who ask you to send out invitations or notices to our membership. Refer these to the President to see if she wishes to send out the information.