

CORRESPONDING SECRETARY

Job Duties

Respond to daily mail correspondence and phone calls from members, AKC, etc.

Coordinate nominating committee for elections and secure members agreement to participate in the committee. Deadline for nominations from the committee is November 1. Make sure that date is maintained. Receive biographies and photos for publication in the *Shorthair Journal* and GSPCA website from all nominees or people running from the floor. Deadline for committee nominations is December 1 for the *Shorthair Journal*.

Responsible for all elections and ballots. Generate ballots for each election and voting item. Generate instruction sheet for each ballot. Request board of director proof reading of ballot prior to sending for print. Coordinate the printing, stuffing and mailing of the ballots with printing house to maintain the timeline as noted in the constitution and by laws. Coordinate with accounting firm for ballot counting to maintain the timeline as noted in the constitution and by laws.

Processing specialty show requests (yjc@akc.org) Requesting proper information in order to process specialty shows including membership lists, constitution and by laws, and annual dues in coordination with the membership committee. Processing and distributing monthly AKC reports to the proper committees and awards chair for calculation.

Processing new title report for members and non members for publication in the *Shorthair Journal* and solicitation of membership by the membership retention committee.

Send and receive delegate and agenda requests for National Specialty Show in February, National Field Trial in June. Coordinate NSS and NFT delegate receipts with the Recording Secretary.

Distribute club membership list to board of directors once a quarter.

Liaison with specific committees as required. For this corresponding secretary, that is membership, juniors, obedience, agility, social media.

Help to submit reports in a timely fashion for semi annual meetings, as well as submitting my own report of activity.

Support the recording secretary and act as a back up as needed.

Attend National Specialty Show for delegates and annual meeting

Attend 2 in person Board of Director meetings per year

Set up hotel, meeting room and meal coordination for board members attending the board meetings for the decided location of semi annual board meetings