

Corresponding Secretary

1. The Corresponding Secretary is responsible for all incoming and outgoing correspondence of the Lodge.
2. The Corresponding Secretary maintains an updated correspondence file in a looseleaf binder by annotating all incoming correspondence with the dates when read at both a Council meeting and general meeting.
3. The Corresponding Secretary responds to dinner-dance and event acceptances by completing the response form, including a Lodge check and the names and positions of those who will be attending the event.
4. The Corresponding Secretary is the conduit for all official letters sent by the Lodge, and writes letters when directed by the President or other higher ranking officer of the Order.
5. The Corresponding Secretary performs tasks pertaining to the office as requested by the President and Financial Secretary.