



AAUW West Harris County Branch

Position: **CORRESPONDING SECRETARY**

General Duties of Recording Secretary: (Branch Bylaws Article VI, Section 2, Part e)

The Corresponding Secretary is an elected position. The member in this position handles branch correspondence to members that offers recognition and support experiencing health issues, loss and special achievements.

Term of Office: Two years.

Responsibilities to West Harris County Branch:

- Handles official branch correspondence upon delegation by the president, board, or executive committee.

Responsibilities to AAUW Texas:

- As directed by branch president when requested.

Responsibilities to AAUW National:

- As directed by branch president when requested.

Leadership Skills Helpful to the Position:

- Communication and organization skills
- Commitment

Other officers and members with whom this position interacts and how:

- Branch president and board of directors.
- Branch members

Timeline of operations/activities/responsibilities throughout the AAUW year:

- Operating calendar attached.

Note: Since West Harris County is one of the larger branches in AAUW, duties between a recording and corresponding secretary have been divided. WHC also appoints a data base manager and a directory editor who maintains a list of branch members. This position provides an opportunity for a newer member to become familiar and involved without major responsibility