



Position Description – Corresponding Secretary

A. Officers:

Elected Officers shall be President, President-Elect, Recording Secretary, Corresponding Secretary, and Treasurer, and all shall be voting members of the Board of Directors.

B. Eligibility for Election:

Anyone who has been a General Member or a Constituent Member (other than a Council officer) of the NACN-USA for at least the previous one year is eligible for election to an officer position, other than the President-Elect, for which a minimum of at least the previous two years membership in the Association is required (Note: the Presidency is succeeded from the position of President-Elect, so an election does not take place for that position).

C. Terms of Office for Elected Members of the Board of Directors:

The Office of the Corresponding Secretary shall be elected for a period of two years, in the even numbered years.

D. Term Limits:

1. For all other positions, persons may not be elected to serve more than three consecutive terms in the same position.
2. No person shall serve in elected positions of the Association for a total of more than eight consecutive years
3. No elected person shall hold more than one position in the Association simultaneously.

E. Duties and Responsibilities:

1. Attend all meetings of the Board of Directors and the Association as a whole.
2. Serve as a communications liaison between the Board of Directors and the members of the Association through written correspondence via the postal service/post office box of the Association, and electronic mail, as appropriate.
3. Assist the Membership & Elections Committee by facilitating the distribution of written information about the Association for prospective members through mail, email, and the Newsletter, as well as the Association website (in collaboration with the Recording Secretary).
4. Maintain an electronic database and Membership Directory (and hard copy) of the Association, based upon communication with the Treasurer regarding current dues receipts.
5. Provide the Board of Directors and the Chairperson of the Membership & Elections Committee with an electronic copy of the Membership Directory at the end of every month, and upon request.
6. Provide correspondence to acknowledge new and renewed memberships within two weeks of communications from the Treasurer regarding current dues receipts.
7. Work with the Treasurer to mail/email yearly membership renewals/dues notices by January 15th, and lapsed memberships by March 7th.
8. Assist with reminder notices for membership renewals through publication in the Winter Newsletter (in collaboration with the Newsletter/Publicity Committee), and through postings on the Association website at the beginning of January (in collaboration with the Recording Secretary).
9. Serve as a non-voting Ex-Officio member of the Newsletter/Publicity Committee in order to: facilitate communications between the President/Board of Directors and the Committee; to facilitate communications from the Committee to the Recording Secretary for postings to the NACN-USA website; and to provide postal or electronic mailings/postings of the Newsletter and other forms of publicity to the membership of the Association and the Catholic community.
10. Give verbal reports of the duties/activities of the position, as appropriate, at all meetings of the Board of Directors and any other meetings of the Association as a whole (and prepare an electronic written Annual Summary Report prior to the end of June each year), and at the request of the President/Board of Directors.
11. Work with the President and other members of the Board of Directors to develop the Action Plan and Budget of the Association, and to facilitate its implementation, as appropriate.
12. May have the option of maintaining an ongoing petty cash fund in the amount of \$250.00 which shall be accounted for with receipts, or just submit receipts for reimbursement.