

Corresponding Secretary Washington County Master Gardener Association

Advisor: Chapter President

Directly responsible to: The Washington County MG Executive Board

Purpose: Provide correspondence to Chapter Speakers and fellow Master Gardeners; inform Washington County Master Gardeners of upcoming events, news, etc., by serving as Chapter Chat Editor; serve on the Chapter Relations Committee

Benefits of the position: Work with other Master Gardeners

Major duties:

- Attend Chapter general meetings & board meetings
- Assist in conducting day to day Chapter business
- Participate as a voting member of the Executive Board
- Serve on the Chapter Relations Committee
- Write thank you letter to Chapter speakers after chapter meetings
- Write thank you letters, get well cards and similar correspondence as requested by fellow MGs or the Board
- Purchase flowers and cards for memorials
- Serve in the place of Recording Secretary, if needed
- Serve as Chapter Chat newsletter editor
- Provide information to the data base/email coordinator that needs be sent out to Chapter Members as requested by any Board Member

Skills needed:

- Computer Skills
- Writing skills
- Light correspondence
- Computer literacy and email capability

Term: 1 year

Time involved: 4-6 hours per month, in addition to Chapter and Board meetings

Training: Completion of Oregon MG training

Support: (Chapter and/or Extension Office privileges): Corresponding Secretary is reimbursed by the Treasurer for the costs of stationery and postage for cards and letters upon submitting receipts with "request for reimbursement" form.

Revised 11/14/14