Parents’ Club of Stanford University
Corresponding Secretary Job Description

General Duties
The Corresponding Secretary is a member of the Board of Directors, and is elected for one year, starting on July 1. The Corresponding Secretary writes thank you notes to people who donate to the Club, sends get well cards and notes of condolence to Club members and otherwise assists with Club correspondence. The Corresponding Secretary orders Club stationery when supplies are low.

Specific Duties.
1. Send a thank you note to people who donate to the Club. The Financial Secretary will periodically give you a list of people who have donated including the amount of the donation and their address. Most of the donations are made in the fall. At the bottom of the note include the donation amount and the federal tax ID number of the Club, e.g., Donation Amount: $50  Parents’ Club Tax ID #:94-6050468.
2. Send get well cards or condolence cards to Club members when appropriate.
3. Order Club stationery when necessary. You will be given a supply of note cards, envelopes and stamps when you assume your duties. Currently, the President of the Club has the main supply of stationery. If you need additional cards or envelopes you can get them from her. The President will alert you when the supply is low and you can order more. Some Presidents may wish the Corresponding Secretary to store the main supply of Club stationery.
4. Handle any further correspondence directed by the Board.
5. Attend Board and General Meetings. If requested by the President, give a report at the General Meetings as to how many notes went out in the last month.
6. Prepare a report of how many notes you sent out at the end of the Club year.