

SANTA CLARA VALLEY QUILT ASSOCIATION

STANDING COMMITTEE: CORRESPONDING SECRETARY

TERM: 2 years

1. Compose and send any letters required by SCQVA that are not done by other committees, including thank you's, get well, and condolence cards.
2. Purchase stamps and supplies for cards and letters.
3. It is a good idea to keep past address directories. Sometimes a card needs to be sent to a former member or to the family of a former member.
4. Attend monthly board meetings.
5. Keep an accurate record of expenses.
6. Present a budget to the Treasurer for your position/committee for the following year by August first.

Reviewed 2006