

Corresponding Secretary

The Corresponding Secretary manages the correspondence of the Parents' Club, including donation thank you notes, get-well cards, sympathy cards, and other correspondence requested by the Board. The Corresponding Secretary is an elected member of the Parents' Club Board of Directors and typically serves for two years.

The Corresponding Secretary:

- Writes and mails correspondence on behalf of the Parents' Club, including:
 - Thank you notes to donors.
 - Get-well cards, condolence cards, notes of congratulations, and other club correspondence, as requested by the Board.
 - Notes to Stanford staff and others who assist the club, as requested by the Board.
- Keeps a record of notes written.
- Orders club stationery and stamps when supplies are low.
- At the end of the year, updates the report for the Corresponding Secretary position. Files in the Corresponding Secretary electronic records and sends to the President Elect.
- Attends monthly meetings of the Parents' Club Board of Directors. Reports on the number of notes written by category. Assists with and advises on other club activities as needed.