

Nantucket Garden Club Corresponding Secretary Report 2025

Governing Bylaw

The Corresponding Secretary shall take attendance of Active and Provisional members at each regular meeting and record and acknowledge excuse absences.

Other Duties

The Corresponding Secretary undertakes authoring and delivering the following letters:

Letter of sympathy to the family of a deceased member.

Letters regarding donations. In case of large donations (\$500 or more) the president may write a letter to thank the donor. The Corresponding Secretary should make the president aware of the large donations.

The Treasurer sends the Corresponding Secretary a completed "Written Acknowledgement of Charitable Contribution Received" form.

The Corresponding Secretary writes a thank you note to the donor and includes the form.

In the event of a donation in memory of someone, the Corresponding Secretary sends a printed Nantucket Garden Club Memorial Honorarium Fund Card to the deceased's next of kin.

Pre-Meeting Responsibilities

Attend all Executive Board and Membership meetings

Update the Attendance Book at the beginning of the summer to reflect the current membership and status of each member using the following notations:

A: Active

AF: Affiliate

Provisionals: Listed separately at the end of the membership list

Meeting Responsibilities

Arrive thirty minutes prior to the start of each regular meeting. The meeting start time is 9:30am and the check in is from 9:00am to 9:30am. Arrive at the meeting at 8:45am in order to set and ready for check in.

Oversee the attendance table and manage the marking of each member as E for excused or a check mark for attending.

Have each guest check in, sign the guest book and prepare a guest name tag.

Absences

Members are required to notify the Corresponding Secretary either by email or regular mail prior to the meeting to qualify for an excused absence.

Two or more unexcused absences from regular meetings may result in membership forfeiture.

Three or more excused absences should be brought to the attention of the President and Membership Chairman to determine if the member's circumstances require a special leave of absence.

Affiliates are not required to attend meetings so excused absences are not needed.

Lanyards

Membership status is distinguished by the color of the lanyard:

Blue: Active

White: Affiliate and Associate

Yellow: Provisional

Green: Membership Committee wears to be more visible to prospective members

During the Annual Meeting, new Provisionals are given nametags and yellow lanyards. The Provisionals for the current year receive a blue lanyard.

The Corresponding Secretary orders the name tags for the Provisionals for Poets Corner on Amelia Drive before the annual meeting in early August.

Club Stationary

This year I ordered note cards that we use for thank you notes and regular letterhead. There is a large supply of memorial cards, lanyards and plastic sleeves for nametags.

Corresponding Secretary's Timeline

Early June: Prepare the Attendance Book

All Summer: Attend all meetings and reprint lost nametags

July: Advise Membership Chair on whether Provisional Applicants have met the requirement to attend at least three regular meetings.

Early August: Give yellow lanyards to new Provisional Applicants and blue lanyards to Provisional Chairman.

Respectfully submitted,

Helen Dwyer