

NANTUCKET GARDEN CLUB
CORRESPONDING SECRETARY

September 2022 to August 2024

Governing Bylaw

The Corresponding Secretary shall take attendance of Active and Provisional members at each regular meeting including the annual meeting. All excused absences shall be recorded and acknowledged.

Additional Responsibilities

The Corresponding Secretary writes the following notes and letters:

- Thank you notes are written to all donors. In the case of large donations (\$500 or more) the president may also write a letter of thanks to the donor. The Corresponding Secretary should make the president of aware of large donations.
- In the event of a donation in memory of a member or in honor of a member, the Corresponding Secretary also sends a printed NGC Memorial/Honorarium Fund card to the family of the honored person.

Meetings

The Corresponding Secretary attends all regular board meetings, executive board meetings and membership committee meetings.

Ahead of the first general meeting, the Corresponding Secretary must prepare the Attendance Book to reflect the current status of all members. Active members (A) and affiliate members (AF) can be grouped together alphabetically but it is best to keep the provisional member list separate.

The current start time of the general meetings is 9:30 and the check in period is from 9:00 to 9:30. It is best to arrive at the meeting no later than 8:45 in order to get set up and ready to do the check in. It is helpful the check members off as you see them as with most meetings having attendance of approximately 100 people, it can get quite busy.

Members are required to notify the Corresponding Secretary to qualify for an excused absence. Three or more excused absences should be brought to the attention of the President and the Membership Chairman. Affiliate members have no attendance requirement so they do not need to ask to be excused.

The meeting guest book is also maintained by the Corresponding Secretary. For the listing of a guest, the NGC member should sign the guest book as well as the guest. It is important that the guest actually sign in personally in the guest book. The guest book is used later in the summer to determine whether prospective members

fulfilled the attendance requirements of the club in order to become provisional members. The Corresponding Secretary should also have on hand a supply of stick-on name tags for guests.

Nametags and Lanyards

The Corresponding Secretary maintains a supply of lanyards and plastic sleeves for the nametags. Lanyard colors are Active (Blue), Affiliate (White), and Provisional (Yellow). Members of the membership committee also wear a green lanyard to be more visible to prospective members.

Members do misplace their name tags and need a replacement. Due to increased costs and a large number of members requesting new name tags, in 2023 we instituted a small charge of \$10 for new tags. The name tags are printed at Poets Corner on Amelia Drive and they require a set up charge when any tags are printed. For this reason, we made the decision to wait until after the second general meeting and then print a batch of name tags. A second batch was printed after the new provisional class was approved in order to be ready for the annual meeting. For name tag printing, contact Greg at Poets by email at poetscp@comcast.net.

Corresponding Secretary Timeline

- Write donation thank-you notes any time a donation is made.
- Mid-June: Prepare the Attendance Book
- All Summer: Attend all meetings
- Late July and early August: Participate in all membership meetings and be prepared to provide attendance records for both Provisional members and Prospective members.
- August: Order name tags for the new incoming Provisional class
- Annual Meeting: Provide new blue lanyards for the Provisional class who will become Actives at the annual meeting . Provide the yellow lanyard and name tag in plastic sleeve for the Prospective group who will become the new Provisional class.

Respectfully Submitted,

Ruth M. Plandowski