Corresponding Secretary

# The Corresponding Secretary shall:

* + - 1. Prepare correspondence and memoranda for the Executive Committee and General Meeting.
	1. Retrieve mail from the BIG NIH Chapter’s U.S. post office box (at least weekly and prior to the Executive Committee or General Meetings).
	2. Maintain records of all incoming and outgoing correspondence and disseminate the correspondence to the appropriate addresses in a timely manner.
	3. Distribute materials to include minutes and any other BIG NIH Chapter information to financial members, including alumni.
	4. Schedule meeting rooms, compile a list of meeting dates and locations for the calendar year, and notify members of meetings.
	5. In the absence of the Recording Secretary, perform those duties and perform other duties as assigned.
	6. Serve as a voting member of the Executive Committee.