Corresponding Secretary Job Description

Livermore Amador Valley Garden Club

August 2022

Prepared by Nora Kvale

Secretarial duties include:

Send out Get Well, Thinking of You, Sympathy, and other correspondence on request.

Pick up mail from post office and distribute it as needed.

Every other month pick up plant at Western Nursery for monthly meeting to serve as door prize.

Member of Executive Board.