

Corresponding Secretary Guidelines **Approved by ASDCA BOD 01/13/2026**

Document Owner: Corresponding Secretary

Purpose: The purpose of the Corresponding Secretary position is to manage the general correspondence of the ASDCA, oversee membership administration, maintain the official membership roll, and support elections, balloting, and member communications in accordance with the ASDCA Bylaws, AKC policy, and Robert's Rules of Order.

References:

Revision	Document name
07MAY2011	ASDCA Committee & Appointed Position Guidelines
04SEP2024	ASDCA Bylaws
	Robert's Rules of Order
	Duties, Expectations, & Responsibilities for ASDCA Officers & Directors
	AKC Policy on Electronic Communication

Membership/Roles:

- **Position Type:** Appointed Officer
- **Position Holder:** Corresponding Secretary
- **Eligibility:** ASDCA member in good standing
- **Board Liaison:** President (or designee)
- The offices of Secretary and Treasurer may be held by the same individual, per ASDCA Bylaws.

Duties:

The Corresponding Secretary shall:

- Conduct the general correspondence of the Club
- Respond to membership inquiries and applications
- Maintain the official membership roll
- Notify members, officers, and directors of elections and appointments
- Support elections, ballots, and membership votes
- Perform additional duties as prescribed in the ASDCA Bylaws

Unique Expertise Required:

- Strong written communication skills
- Organizational and record-keeping ability

- Familiarity with ASDCA membership categories and requirements
- Ability to manage confidential information
- Ability to work with digital tools (email, spreadsheets, shared drives)

Unique Requirements:

- Availability for time-sensitive correspondence
- Ability to meet annual election and renewal deadlines
- Coordination with the Treasurer and Recording Secretary
- Ability to participate in electronic and teleconference meetings
- Outgoing correspondence conducted during working hours

Responsibilities/Guidelines:

The Corresponding Secretary is responsible for:

Correspondence

- Handle all correspondence pertaining to Club affairs not assigned to another office
- Respond to membership inquiries, applications, renewals, and resignations
- Notify officers, directors, committee members, and delegates of elections or appointments
- Forward formal complaints to the COEV Committee per guidelines

Membership Administration

- Receive and process membership applications, renewals, and resignations
- Verify applications and payments (application and payment required for completion)
- Communicate promptly with applicants and orient new members to the Club
- Issue Welcome Packets to newly elected members, including Bylaws, Code of Ethics, and digital publications

Membership Records

- Maintain the official membership roll, including:
 - Full Master Membership List (historical record)
 - Annual Working Membership List
- Ensure membership status, contact information, and category are accurately recorded
- Provide updated membership information as required for voting and quorum purposes

Renewals & Dues Notices

- Send annual dues notices by November 15
- Send renewal reminders by December 15
- Coordinate with the Treasurer regarding dues, application fees, and payments

Elections & Balloting

- Support nomination, election, and balloting processes as outlined in the Bylaws
- Distribute ballots and election materials
- Ensure compliance with secrecy, eligibility verification, and deadlines
- Coordinate with inspectors of election or independent ballot firms as required

Governance & Continuity

- Assume the duties of the Recording Secretary in the event of absence or incapacity
- Ensure compliance with ASDCA Bylaws, AKC policy, and conflict-of-interest requirements
- Notify the President and Board of any actual or apparent conflicts of interest

Budget:

The Corresponding Secretary does not operate with a dedicated budget.

Submission of Reports:

- An annual Corresponding Secretary report shall be submitted prior to the AGM.
- Membership and election records shall be made available to the Board as required.

Change History

Revision	Change log	Initiator	Approval date
00	Initial release.		DDMMYYYY