

Wenatchee Area Genealogical Society

Job Description

Corresponding Secretary

Reviewed January 2026

From WAGS Bylaws, Article V, Section 7:

“The Corresponding Secretary shall handle such correspondence as is directed by the Board.”

Refer to the Federation of Genealogical Societies (FGS) Society Strategies paper, Series V, Number 2 (Set V: Strategies for Secretaries—Correspondence: General Principles by Betty R. Kaufman, July 1992)

for a job description. Some material in this job description is taken from this source.

1. This office requires that one write letters as an ambassador for the society. It may include:
 - Welcome to new members
 - Thank-you for gifts and memorials
 - Thank-you to speakers and WAGS committees
 - Sympathy cards and get-well cards to members
 - Any correspondence directed from the board
2. The Corresponding Secretary may decide whether a mailed communication or an email is best in a given situation. Often a hand-written, mailed correspondence is the most impactful.
3. A log of correspondence should be kept and turned over to the next Corresponding Secretary.
4. A monthly report is made at the board meeting by giving the Recording Secretary a list of the correspondences sent, to be filed with the minutes.
5. When a memorial is received (money given in memory of a deceased member), send two thank-yous: one to the person giving the memorial; and one to the family in whose name the memorial is made (in other words, the family of the deceased member).
6. Keep note cards, WAGS stationery, and stamps on hand. The society will pay for these items if a written bill is submitted. Unused items should be given to the incoming officer.

WAGS connects, collects and protects family histories.