

Topeka Genealogical Society Policies and Procedures

Reference of Bylaws, Article VI, Section 2 and Article VII, Section 2

Corresponding Secretary

Purpose

Provide service to Topeka Genealogical Society by receiving and processing all incoming mail

Scope

Provide an internal mail system to Topeka Genealogical Society from our PO Box at Gage Post Office and provide external communications deemed necessary by the Board of Directors

Duties:

1. Pick up the mail from the Gage Post Office a minimum of once a week.
2. Log and process all incoming mail. Mail will be distributed to appropriate mail boxes.
3. Provide mail log to Board of Directors, if requested.
4. Write letters as needed and directed by the Board of Directors.
5. Write thank you notes to all who make monetary donations, through the mail, of \$10 or more to the Topeka Genealogical Society.
6. Provide support in Society activities as needed, or as directed by the Board of Directors and attend Board of Director monthly meetings.

This policy was approved by the Board of Directors on May 12, 2016
Amended 5/11/17