



**BLACKS IN GOVERNMENT
IRS NEW CARROLLTON CHAPTER
Correspondence Secretary MONTHLY REPORT**

Date March 1, 2017

Lynn Simpson
Correspondence Secretary IRS New Carrollton Chapter (Temporary)
Email: Lynn.d.simpson@irs.gov

IRS NCC BYLAWS RESPONSIBILITIES

The Corresponding Secretary shall receive and report all correspondence, with the exception of bank correspondence, which shall be delivered promptly to the Treasurer. Maintain a log of all incoming and outgoing correspondence; transmit to the Recording Secretary all authorized correspondence to be kept for the official records; and serve in the absence of the Recording Secretary at regular or special meetings. Where applicable, be responsible for the rental of the post office box and shall examine the post office box on a weekly basis. Prepare correspondence as directed by the President, the Regional Council Executive Committee, or the Regional Council. Perform such other duties as may be required.

ACTION ITEMS

- Checked BIG mailbox. mail contents (3/29/2017)
- Sent meeting invite for BIG Executive Committee Board Meeting
- Attended EC and Membership meetings

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- Assist with the BIG Quarterly Report.
- Participant in fundraiser events Attend meetings;planning. (Bowling fundraiser/Vendor shows)
- Maintain updates to BIG Master Vendor List
- Help with planning an outside fundraisers