

Corresponding Secretary - Position Description

ENYDCTA is seeking a corresponding secretary. The corresponding secretary shall regularly be responsible for all correspondence on behalf of the association and assist in the publicity for the association. The corresponding secretary will be involved as a team leader in membership recruitment, retention, and in promoting ENYDCTA. Recruitment and promotion can be done through use of social media, having an ENYDCTA table at local equestrian events, helping develop ENYDCTA marketing materials or in other ways that the incumbent and the team might envision.

Additional responsibilities:

During the absence or disability of the recording secretary, the corresponding secretary shall have the powers and functions of the recording secretary

If you are detail-oriented, organized, and passionate about our mission, we encourage you to apply. Your dedication will be a valuable contribution to our team. The specific duties may also be flexible, centered on the unique skills and passions of the individual filling the role. The time commitment for these responsibilities would be a minimum of 1-2 hours a week.

Contact Joy Black at joyMBlack@outlook.com