

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

Procedure for: Communications — Corresponding Secretary and Social Committee

Communication is life...the rest is just details.

My role is to keep in touch with members not only of my chorus but to send messages and cards of get well and congratulations to external entities as requested.

Thank you cards and good luck messages to other choruses that are performing in our Regional Contest each year.

My co-worker, Kathleen Todd, and I are also on the social committee where we are in charge of certain times of celebrations of birthdays, a holiday or just food and visitation. Sometimes we ask the chorus to bring food if they wish, but most of the time we make it simple.

Submitted by Nancy Godwin, Corresponding Secretary and Social Committee Chair