



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

Date January 31, 2017

Lynn Simpson
Correspondence Secretary IRS New Carrollton Chapter
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. Contents: A check from Towne Bank left for Michelle Hunter. \$250 #211671 Dated. 12/23/2016.
- Assisted Fundraiser Committee with January 18th vendor show.
- Sent meeting invite for BIG Executive Committee Board Meeting
- Sent meeting invites and cancellations for BIG Membership Meeting
- Attended EC and Membership meetings
- Attended MLK Program sponsored by BIG. 1/18/2017

INITIATIVES /ACCOMPLISHMENTS/PROBLEMS

- Assist with the BIG 1st Qtr Activity Report updates
- Participant in fundraiser events/ Attend meetings
- Maintain updates to BIG Master Vendor List
- Help with planning an outside fundraiser for BIG
- Send sympathy cards to members