



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

**Date May 3, 2017**

Lynn Simpson  
Correspondence Secretary IRS New Carrollton Chapter (Temporary)  
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**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 on BIG mailbox. mail contents
- Sent meeting invite for BIG Executive Committee Board and Membership Meetings
- Attended EC and Membership meetings

**INITIATIVES /ACCOMPLISHMENTS/PROBLEMS**

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