



MISSOURI AQUARIUM SOCIETY

Corresponding Secretary Duties & Responsibilities

The Corresponding Secretary is in charge of managing donations to MASI from businesses and other organizations and for coordinating with wholesale and retail aquatic businesses to set up MASI partnerships, promotions and donations.

Duties include, but are not limited to:

- Keeps an updated list of Manufacturers and other Aquatic suppliers and wholesalers who have donated to us in the past and adds any possible new donators.
- Mails a donation letter to them the first week of January each year.
- Sends Thank you letters for each donation.
- Keeps the donated products in a safe place, and brings sufficient items to each general meeting (except December) for attendance prizes.
- Brings at least one large item each month for a general meeting raffle prize.
- Supplies a current list of donators to the Editor for publication in each Darter.
- Sends the donators a copy of The Darter once a year. Note, the Editor may send each issue electronically to provided donator's emails.
- When possible or necessary, send a donation request for the show weekend.
- Sends a Thank you to donators when product is received.