**INDIANAPOLIS SYMPHONY ORCHESTRA ASSOCIATION (“ISOA”)**

POSITION: **Corresponding Secretary**

RESPONSIBILITIES: Send cards and notes as occasions arise and upon request

 of the President and/or Executive Board members.

 Use a current book on etiquette in correspondence.

 Attends monthly ISOA Executive Board Meetings and Advisory Committee meeting when called by the President.

 Prepares monthly and annual reports.

OBJECTIVES: Acts as official correspondent for ISOA Executive Board.

PREREQUISITES: Legible handwriting and a gift for gracious expression.

BENEFITS: Provides opportunity to utilize knowledge of ISOA and writing skills of official correspondence.

LOCATION: Hilbert Circle Theatre, ISOA office and home.

LIMITATIONS: Little actual contact with other ISOA Volunteers outside the Executive Board.

WORKS WITH: ISOA President

 ISOA Executive Board

REPORTS TO: ISOA President