

These are just a few ideas to help the Cabane run smoothly and to take some of the burden off the Correspondante. If you have any questions, feel free to email or call Cabane Nationale. femmes@fortyandeight.org or 317-639-1879.

AND VISIT THE WEBSITE OFTEN:
WWW.FORTYANDEIGHT.ORG
UNDER THE "FEMMES TAB".



As you attend Grande functions, Nationale Rendezvous or other 40 & 8 sponsored events, take the time to network with other Dames and share what has been successful for your Cabane and what areas are causing your Cabane concerns. Working together and sharing ideas will help us grow as we are:

One Team with One Goal and No Limits.

Your Correspondante: The Backbone of Your Cabane



The job of Correspondante is complex and has many responsibilities. Whether you are Locale or Grande Correspondante, your ability and willingness to complete these tasks will directly impact the success or failure of your Cabane. Some of these chores can and probably should be assigned to other Dames. The Correspondante should work with the Presidente to coordinate the work and to delegate where possible to a Dame appointed by the Presidente for specific tasks.

Presidente and Correspondante should follow up to assure that all work is completed in a timely manner and that all deadlines are met.

No matter if you are an experienced Correspondante or brand new to the job, this information will help you with the vital work that you need to accomplish.

CORRESPONDANTE RESPONSIBILITIES:

- At Rendezvous, Correspondante calls roll call, reads previous minutes and takes minutes for current Rendezvous.
- Correspondante reads any important information from the Cabane Chatter Newsletter or received from Grande or Nationale and assures that the appropriate chairman gets the information.
- She notifies all members of upcoming Rendezvous, Elections, Grande Cheminot/Fall, Winter/Spring conferences, Grande Rendezvous etc.
- She makes sure that the work of the Cabane, hours worked, miles driven and donations made to Voiture Programs are reported to the Voiture and to the Grande.
- Maintains a list of all members with current addresses, phone numbers and emails addresses where available.
- Sends dues notices to members
- Collects membership dues and reports these to Cabane Nationale. Remember, dues for the coming year go on sale July 1st and should be paid by October 20th. (ie 2016 dues are on sale July 1, 2015 and should be paid by October 20, 2015)
- Reports transfers into the Locale and deceased members to Cabane Nationale.
- There will be forms required by the Grandes and Cabane Nationale sent to the Correspondante and these need to be completed and returned promptly.
- She should assure that the Cabane is aware of special projects for Nationale, Grande and the Locale.
- She works closely with the Commissaire Intendante to keep her informed of related financial information, dues collected and monies that need to be paid. Any information she receives from IRS, Cabane's Bank etc. should be promptly given to the Commissaire.
- She should constantly remind members to use the website for forms they need, information that they want, and new information available. Members should be encouraged to read the Chatter for current news.
- She may have to assist a member running for a Grande or Nationale Office with a letter of intent and the Resolution of Endorsement.

RECOMMENDATION OF SOME JOBS THAT SHOULD

BE ASSIGNED TO OTHERS:

As mentioned earlier, the Correspondante is responsible to assure the completion of tasks involved in running a Cabane but the work can and should be shared with other members. Here are just a few examples of how the Presidente and Correspondante can delegate:

LA SOUS PRESIDENTE: To take charge of sending dues notices, collecting dues and contacting members by phone or email for those not paid by the October 20th deadline.

TROPHY AND AWARDS CHAIRMAN: To collect reports of hours, miles and donations from the members. To make sure program reports are filled out for the Grande and copied and shared with your Voiture Locale. To work with the Program Chairman to fill out forms for Nationale Trophy and Awards that your Locale qualifies for. If your Locale or Grande doesn't have these types of forms, see the Cabane Nationale Website under Trophy and Awards. You'll find samples for Dames to report to the Locale, for the Locale to report to the Voiture Locale and the Grande. You'll also find the list of Nationale Awards available and the forms needed to report your work to Cabane Nationale. www.fortyandeight.org

INFORMATION DAME: To assist in getting current information out to all members, She would review all Cabane Chatter Newsletters and send out any pertinent information or reminders to all members. She would call, email or send reminders to all members for upcoming Rendezvous Locale, work and fundraising activities and Grande functions that the members might want to attend. Any information that needs to be shared could be passed from the Correspondante to the Information Dame for distribution. The Information Dame would be a tremendous help to the Correspondante.

PROJECT COORDINATOR: A Dame that would keep the Locale up to date on both Grande and Nationale Projects. At Nationale we always have a La Presidente Nationale Project, a Ways and Means Fundraiser and the very successful Pennies for POW scholarship. This Dame could recommend fundraisers to support these projects and could be the one collecting pennies at each Rendezvous.