



Dear Texas State Committee Chairs, Area Coordinators and Chapter Presidents,

Please accept this letter as an introduction to me and the part I play in the Texas State Organization office. As the Executive Assistant, my duties extend over a variety of functions. In addition to answering the telephone and greeting visitors to the office, some of the areas that I deal with are:

- collecting, opening, stamping and separating mail
- endorsing checks
- preparing and making bank deposits
- keeping records of contributions to State funds
- sending acknowledgements for honoraria and memorials
- maintaining files and data for Form 15s, Form 18s and 990-N forms
- receiving and filing yearbooks
- preparing data for annual Convention
- shredding old documents

Much of the time I will be the voice on the phone when you call the TSO office. I am eager to help you and will assist you in any way. If I cannot immediately provide what you need I will certainly do my best to find an answer. Betty Vines, our Executive Secretary-Treasurer, will be here for you too.

I look forward to serving you during the coming year.

Tish Mulkey

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