

TO: GEORGE WILEY

FROM: ORGANIZATION DEPARTMENT; J McCain. February 1, 1965

RE: RESPONSIBILITIES OF SECRETARY OF ORGANIZATION DEPARTMENT

I. Correspondence. Answers about 90% of all mail that comes into the Organization Department. This mail falls into three categories.

1. Chapter Mail - This involves answering most questions a chapter might ask of the Organization Department, sending out material, and practically anything else relevant to the chapter. There are, of course, things that can not be answered, because of lack of authority or knowledge and these either Bob Gore or I answer.

2. Individual requests for information about CORE chapters, associate membership or active membership. This also involves recommending sources of information other than CORE, or just mailing out information about concepts and philosophy of CORE as part of the movement. This includes requests to start new chapters and informing field person in that area of same.

3. Field Staff Mail - Task Force and Field Secretaries write for material to be sent to chapters or to themselves. They send in reports which are read, and if requests are made they are filled. These reports are sent to me and to others in the office if they are relevant to any other department. Those field staff who do not work under a Regional Office (Mike Lesser and Winston Lockett) send in schedules and they are recorded. Secretary recommends that they visit certain chapters if so requested or the need is seen (most of these cases Maxine will ask for Bob's or my agreement.) I have asked that she take these liberties when I am not in the office. Also checks all expense reports that come into this office from field staff and ok's them when I am not here.

II. Takes dictation from me.

III. Types Bob's mail most of the time.

IV. Keeps up chapter contact list, which is taken care of regularly every Friday.

V. See that Press releases and like are sent to Field Secretaries.

VI. Answer most of inquiries that come in over the phone.

Evaluation: Because of financial situation office secretaries have been reduced from three to one without loss of any efficiency that relates to secretarial work in the department. Maxine has done an excellent and marvelous job in keeping the department correspondence up to date. No mail has gone unanswered since she has been working here.