

**Newcomers of Central Florida, Inc.**  
**Job Description of**  
**Newsletter Mailing Coordinator**

**The Newsletter Mailing Coordinator** is a Standing Committee of Newcomers of Central Florida, Inc. The Chair is a member of the Executive Committee.

**By-Laws description of duties**

The By-Laws contain no specific descriptions of duties for Committees. General information on Committees is included in Article VIII: Executive Committee and Article IX: Committees.

**Description**

The Newsletter Mailing Coordinator is responsible for distribution of print copies of the Chatter to members who either do not have e-mail or who do not wish to receive it via email.

The Newsletter Coordinator is expected to attend monthly Board meetings.

**Basic Job Functions**

Receive the monthly Membership List (Excel spreadsheet) from the VP for Membership. This includes the name and address of each member who has indicated that she wishes to receive a printed copy of the Chatter via snail mail

Remain in contact with the Newsletter Chair with regard to the printing of the Chatter

Pick up the completed Chatter from the printer, including any inserts

Pay the printer for the Chatter. Submit the receipt to the Treasurer for reimbursement

Purchase supplies when needed – stamps, mailing seals, labels

Create and print address labels using the Excel spreadsheet provided by Membership Chair, using Mail Merge

Add inserts, as appropriate

Fold, seal, label, and stamp

Mail the Chatter at the Post Office as soon as possible

Inform the Newsletter Chair when you have mailed the Chatter so she can schedule its email distribution two days later

Supply extra newsletters to Membership Chair and Corresponding Secretary

At the May Board Meeting, submit a preliminary budget report to the Treasurer for the next year, including printing the Chatter, stamps, and other supplies

At the May Board Meeting, submit a written report to the Board summarizing the year's activities

### **Requirements**

Ability to pick up the completed Chatter from the printer and take it to the Post Office

Computer, printer, and email

Knowledge of Microsoft Word processing, Excel, and Mail Merge

*Note: This job description is not intended to be all-inclusive.*

*Position may perform other related duties as required to meet the ongoing needs of the Club.*

*Revised: January 1, 2014*