

Bulletin Editor Assistant

SIR's Branch 37



Position Responsibilities for Assistant

Date 2/8/16

Technical Requirements:

- Must have access to a computer with Microsoft Windows
- Must have a copy of Microsoft Publisher and be able to use it
- Must have a copy of a label printing application and be able to use it

Monthly Timetable:

- Approximately 17th (depending on weekends and supplier)
 - Receive email from Bulletin Editor that printed bulletins are ready for pickup.
 - Pick up the printed bulletins from the printer.
 - Prepare the paper bulletins for mailing.
 - Extract the names of members to receive paper bulletins from the Branch membership database and created mailing labels.
 - Prepare the appropriate number of bulletins for mailing by adding mailing seals on the bulletins.
 - Install mailing labels and postage on the bulletins and verify bulletins against a printed list of members.
 - Mail the bulletins
 - Create an email to members who receive an electronic version of the bulletin and attach the PDF version sent by the Bulletin Editor.
 - Send the email out to the membership using distribution lists. Sometimes members will reply to this message using the “reply all” function. To eliminate this it is best to send the message via BCC.

General Responsibilities:

- As needed perform all the Bulletin Editors responsibilities.
- Work with Treasurer to ensure the bulletin printing bill is paid.
- Acquire postage needed to mail the paper bulletins.
- Acquire the needed mailing seals.
- Acquire the mailing label stock
- Work with Branch Email Contact to maintain Email distribution lists.
- Work with Branch Database Manager to keep up to date membership information