

**Weekly Bulletin Chair
Standing Committee Position
2017-2018**

Summary

The Weekly Bulletin Chair creates the Weekly Bulletin of upcoming events and deadlines and sends it to members by email every Sunday.

Position Requirements

Moderate technical skills

Comfortable with composing and sending emails and eBlasts

Sufficient time to prepare and send Weekly Bulletins throughout term of office.

Responsibilities

Create Weekly Bulletin listing upcoming events and RSVP deadlines.

Email Weekly Bulletin to membership on Sundays.

Establish a deadline for receiving Weekly Bulletin information and communicate this deadline to interest group coordinator and interest group chairs by the beginning of the board year.

Send eBlasts (special bulletins in addition to Weekly Bulletins) after they have been approved by the president or his/her designee.

Send eBlast with a link to Welcome Mat every month.

Reminders

Expenses must be submitted and reimbursed by treasurer before the end of ANC's fiscal year.

Board members are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

Board members are responsible for providing training and assistance to the person who will take over their position when the next board prepares to take office.