

**Bulletin Editor
Standing Committee Chair
Board of Directors**

Summary

The Bulletin Editor creates a Bulletin email to promote events or upcoming announcement and deadlines and sends it to members, as requested (generally by the President).

Position Requirements

- Moderate technical skills
- Understanding of email marketing software (currently MailChimp)
- Comfortable with composing and sending emails
- Sufficient time to prepare and send Bulletins throughout term of office

Responsibilities

Compose and Email Bulletins to membership, as needed

Reminders

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

Standing Committee Chairs are expected to attend monthly board meetings, usually on the first Wednesday morning of the month.

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