

## Job Description

### MAILING COORDINATOR

The TAA's monthly newsletter, **ARTLINE**, is printed 10 times during the year (September-June). We start printing the first issue in late August for the September issue and our last printed newsletter is the June issue, printed in May.

He/She is responsible for mail going out on time and also:

- Is in direct contact with the printer and membership coordinator
- Pulls together a group of volunteers who help with folding and assembling the newsletter
- Receives labels from the membership coordinator by the 26<sup>th</sup> of each month
- Purchases the stamps
- Mails the newsletter

There is a small window for this job, so the coordinator needs to keep on top of it.

- ✔ **The newsletter should be in the hands of mailing coordinator no later than 26<sup>th</sup> of each month.**
- ✔ **The newsletter should be on the way to members the first of the next month.**