

## **Job Description**

### **Newsletter assembly and mailing**

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.

After the mailing coordinator receives labels from the membership coordinator by the 26<sup>th</sup> of each month and the newsletter from the printer, the newsletter will need to be folded and labeled before the postage is added to it. Anyone can help.

There is a small window for this job, usually one week at the end of the month.

**The newsletter should be on the way to members by the first of the next month.**