

Newcomers Welcome Club of Lake Oswego & West Linn

Position Description (Rev May 2019)

Title: MAILING COORDINATOR

Term: 2 Years

Appointed Standing Committee, Voting Board Member

Annual Budget: \$

DUTIES:

- Arrange to **pick up mailing labels** from Data Manager
- **Pick up Newsletters from Print Shop** (Newsletter editor will arrange for them to call you). This comes within a few days of submission to printer by editor and should be on or around the third Thursday of the month. Sign for them and take invoice to mail to treasurer. Include any receipts for labels.
- **Newsletters are prefolded, but they need three mailing seals each** – two on the long unfolded side, one on the short. Attach mailing labels. Check with Newsletter editor to see if she needs extra one(s). Arrange for help from other members, if desired, or do yourself.
- **Count newsletters and fill in paperwork from USPO** (Form 3602EZ, two sided, is available on the SUPS website). Take newsletters to the Downtown Lake Oswego post office (501 4th Street). Request one long bulk mailing tray (and one short one for any out-of-state newsletters. Transfer newsletters to tray(s), placing them all in same direction, without regard to zip code. First time mailer will probably be asked by Post Office to have a lesson. Hours at P.O. for bulk mail are 10 a.m. to 2 p.m., but specific person (far right window) is often out for lunch around noon, variably. Try to get them there before noon.
- **Out-of-State mailings are extra cost and must be identified by separate place on form** and placed in separate short tray.
- **Must have 200 or more newsletters to qualify for bulk rate.** If you have fewer labeled ones, send extra to make up the number to New Member Co-Chair or to P.O, Box for NWC.
- We usually have more newsletters than needed: **extras should be delivered to New Member Co-Chair** (can be next Meet n' Greet).
- Do all this as quickly as possible in order for the members to have enough lead-time to make plans. **Friday a.m. for mailing is best** (pick up at printers is usually Wed. or Thurs.)

Materials/supplies needed:

Mailing seals (1" round white, available from Office Supply store, 3 per newsletter and reimbursable from NWC)

Mailing (address) Labels for members

One envelope and stamp for mailing invoice, receipts to Treasurer.

Once a year it is your responsibility to **mail the directory**.

Directory needs larger seals.

- **Consider attending monthly Board meetings, Meet and Greet Coffees and Luncheons** whenever possible.
- **Complete a "Position Report" at the end of your term.** Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the Webmaster position notebook for future reference.
- **Attend Joint Board Meeting (June)**, review your position's duties with your successor, and pass all club materials pertaining to your position onto her at this meeting.