

Newcomers Welcome Club of Lake Oswego
Position Description (Rev May 2023)

Title: E-BLAST COORDINATOR

Term: 1 year

Appointed Standing Committee

Annual Budget: \$

PREREQUISITES: Computer Skills – Must be able to develop group emails, review information to be sent and sometimes proofread to send accurate information.

DUTIES:

- Must be available to send emails to members sometimes on short notice.
- Complete 'Position Report' annually online. Make two copies of completed form and distribute one to the President-Elect and one to your successor to be put into the E-Blast position notebook for future reference.
- Attend Joint Board Meeting (June), review your position's duties with your successor, and pass on all club materials pertaining to your position onto her at this meeting.

