

March 2023 by Cathy Chowenhill

Internet: Email+Triad Distribution

Job Description:

- Email authorized messages to branch members (2-3 times a month).
- Email electronic version of the Triad.

NOTE: This position can easily be combined with the Zoom Manager position (Job title: Internet - Zoomer, Zoom Manager)

Responsibilities:

- Set up a Gmail account for our branch (or use the one already set up). Ask Cathy Chowenhill about transferring the account to the new email coordinator.
- Keep the list of email addresses up-to-date by entering new members, updating email addresses, and deleting members who drop out. Delete the address of those members who do not want to receive branch emails.
- Send email messages (“email blasts”). These come only from the President or the Program chairs.
- You will need to use a laptop or computer, not a phone.
- If travelling, have someone else in the branch who has the whole list of contacts who can substitute for you, or travel with your laptop. Sometimes, email blasts need to be sent without delay.
- The Triad Editor, Micki Carter, will email the Triad to you, and you will email the Triad to members. The Triad is delivered via email to all branch members, plus a few additional people that are listed (specified people at AAUW-CA and members of the IBC).
- Maintain a notebook that includes your End of Year report and any other useful materials.

Member of:

Deadlines:

Triad submission deadline is the 15th of the month; the Triad is distributed soon after.