

Newsletter: Assistant

The Newsletter Assistant is responsible for mailing out copies of Newsletter issues to those members who have indicated their preference to receive it in hard copy, by regular mail rather than e-mail. The Assistant notifies the printer of the number of copies to make, and picks them up each month after the Newsletter Editor informs her that they are ready. The Assistant prints copies of address labels from the membership data base, applies the labels and postage stamps to the Newsletter copies, and mails them.