

Duties of the TBQ Guild Electronic Communications Chair

The Electronics Communications Chair (ECC):

- sends communication to all membership through the TBQ email address
- after receiving updates regarding new members from the membership chair and email, address, or phone changes from the existing members, adds those updates and changes to the TBQ mail account
- after receiving communications from members asking for distribution to the membership sends these communications to the private email address (exception: items for sale)
- sends the communications mentioned above from the TBQ mail account to all members, putting the addresses in blind copy
- administrates the TBQ Facebook page and can accept members' requests that are not allowed on the TBQ mail account (i.e. for sale items)
- if necessary, submits completed 'Request for Reimbursement' forms, along with the receipts to the Treasurer in order to be paid for expenses
- provides a year-end report of activities, issues, concerns and suggestions to the President June

NOTES

1. If applicable, the Chair should keep a record of income and/or expenses for the year-end report to the President.
2. As the TBQ account is not visited on a daily basis, each communication includes an email return address.