

Position	Email Coordinator
Status	Board-appointed position.
Accountability	The Board of Directors, through the Communications Committee.
Term	Two-year term, ending at the adjournment of the Annual Meeting in odd-numbered years.
Appointment Process	Nominated by the Nominating Committee, appointed by the Board of Directors.
Duties	<p>Email Programs. For all email initiatives and programs of the Guild:</p> <ul style="list-style-type: none"> • Generally administer the programs, under the direction of the Communications Committee. • Serve as the external contact for the programs, handling all inquiries and correspondence about the programs. • Evaluate, select and maintain relationships with external service providers, as required. • Receive feedback from program users, and address any concerns raised • Raise awareness throughout the Guild of the programs, and work to increase participation in each of them. • Develop and recommend plans for expanding the programs. • Make recommendations to the Communications Committee for policy and operational improvements to the programs. • Work with the Chair of the Communications Committee to implement any Board directives concerning the programs. • Solicit material to send out through the programs. • Prepare the messages to be sent out through the programs, including editing and layout of content. • Select the recipient lists for each message. • Communicate recipient list requirements (both content and updating) to the Membership Secretary, who will prepare and upload the actual contacts list. <p>General.</p> <ul style="list-style-type: none"> • Serve as an ex-officio member of the Communications Committee • Report to each meeting of the Communications Committee • Perform other duties as the Board of Directors may assign from time to time.
Remuneration	The Email Coordinator will serve without remuneration, provided that he/she may be paid reasonable expenses incurred in the performance of his/her duties.