

Job Description
VUBC Unit 547 Email Coordinator

The Unit Email Coordinator shall:

- Report to the Unit board.
- Maintain an email list of players of Unit games, by number of masterpoints, who are members of the Unit (currently done through Marketing Solutions).
- Maintain an email list of non-ACBL member players of Unit games. (Currently done by Josh Rosenbluth)
- Maintain an email list of players of Unit games, by number of masterpoints, who are members in other units. (Currently done by Josh Rosenbluth with input from Bob Gruber culled from our ACBLScore database)
- Maintain the Unit Membership Phone Book to include name, address, phone number and email address of all Unit players. (Currently being done by Bob Gruber)
- Publicize the Unit Membership Phone Book to the Membership per frequency and media authorized by the board. (Currently being done by Bob Gruber)
- Send out email “blasts” to ACBL member players as designated by authorized requestors. NOTE: We are currently using ACBL’s third-party distributor called “Marketing Solutions” for Unit members and doing this manually for members of other units. (Currently being done by Josh Rosenbluth)
- Send out email “blasts” to non-ACBL members as designated by authorized requestors. NOTE: We are doing this manually. (Currently being done by Josh Rosenbluth)

Reference Material and Electronic Source Files:

1. ACBL Handbook of Rules and Regulations
<http://web2.acbl.org/Handbook/handbook/ACBLHandbook.pdf>
2. Unit 547’s “Creating Email Lists and Sending Email Blasts” reference guide.