

WWN Policies and Procedures Manual
Section 22
Newsletter & Calendar Distribution
October 24, 2023 Rev 1

Duties, Policies and Procedures Pertaining To: Newsletter & Calendar Distribution

A. Duties:

1. There shall be a Newsletter and Calendar Distribution Chairperson.
2. Mailing monthly Newsletter and Calendar to members who have paid the additional fee for printing and mailing.
3. Email the Newsletter and Calendar to the list of members based on the WWN database.
4. Maintain an up-to-date Duties and Procedures Manual and update all other documents pertaining to your position. Before you leave office turn over the Duties and Procedures Manual and the updated documents to your incoming replacement.

B. Procedure:

- a. The Chairperson will mail and/or emailed the Newsletter and Calendar.
- b. The Chairperson shall assure there are stamps and other supplies available for the distribution procedure.
- c. The Chairperson will submit bills to the Treasurer for reimbursement, with receipts and Income and Expenses Report.
- d. The Data Base Administrator will email a list of email addresses to the Newsletter and Calendar Distribution Chairperson.
- e. Have 3 copies of the Newsletter and Calendar available at the General meeting for new members.

NOTE: The WWN BOD must approve any changes to this document. To change the document either submit your proposed written change(s) to the Policy and Procedure Chairperson, who will submit the written change(s) to the BOD, or you may submit the proposed written change(s) to the BOD.