

Membership/Mailing List Manager

The Membership/Mailing List Manager is a volunteer position with the following responsibilities:

- Updates the chapter database on a monthly basis with the latest membership information from the national STC office
- Maintains the Internet mailing list servers
- Answers question on STC membership
- Generates mailing labels and other information as needed
- Welcomes new members to the chapter

Requirements

- Internet Access
- Microsoft Access database software
- Database experience is helpful

Time commitment

- 8-10 hours per month

Term and Succession

- The term is one year with no succession.