

Print Coordinator

Revised April 2011
Approved April 2011

Purpose:

To work with appropriate committee chairs to insure timely mailing of meeting registration material, and the membership renewal postcard.

Term of Office:

Two years.

Major Duties:

- Works with Chair of the Local Arrangements Committee for meeting announcements, and Membership Secretary for renewal postcard.
- Serves as an ex-officio member of the Executive Board.
- Receives print-ready copy of materials for printing in time for necessary mailing deadlines.
- Investigates printer options if an account or relationship has not been established.
- Maintains contact with printer and relays specific instructions about the job.
- Contacts Membership Secretary to arrange for and receive mailing labels.
- Receives order from printer and prepares mailing for post office (generally first class mail).
- Submits bills for printing and postage to Treasurer.
- Maintains supply of New England Archivists (NEA) stationery and has additional stationery printed when necessary. Consults with Treasurer on costs. Design of stationery is determined by the Board.
- Oversees any other NEA printing or mailings as necessary.
- Submits a quarterly report to the Board about a week before the Board meeting.