

Mailing Coordinator shall:

Have working knowledge of Microsoft Word, Microsoft Excel and Adobe Acrobat and email.

Gather and appropriately distribute mail from post office box.

Send out meeting verification form and WSO registration form prior to updating meeting list.

Call meeting contact persons to verify meeting information for any meetings not responding to mail verification.

Update NHI meeting information (i.e. NHI meeting list and mailing info).

Pass on pertinent information to secretary regarding speakers' list.

Prepare and copy new meeting list three times annually (February, June & October). Drafts are to be submitted to NHI for verification the month prior to distribution.

Make copies of mailing materials (reports, newsletter, etc.) and mail to those meetings that did not have a rep present at most recent meeting and to other intergroups.

Prepare and pass dispersal checklist at NHI meetings to insure accurate mailing information.

Update WSO with correct meeting information as necessary.