

**Online Communications**  
**Club Chat, Club Marketplace and Weekly Update**  
**Coordinator**

To facilitate online communications between Board members and Club members through the Club Board, Club Chat and Club Marketplace websites and the Weekly Update email.

Specific duties include:

1. Send out “Weekly Update” email (30 minutes per week) - Every week the “Weekly Update” email is sent out (sometime over the weekend so people have it for the upcoming week). It is sent to the “Weekly Update” distribution list of those people wanting to directly receive the email and it is also posted on Club Board and Club Chat. The “Weekly Update” contains a summary of the upcoming week’s events by day. The information is taken directly from the monthly newsletter.

2. Add New Members to Club Chat, Club Marketplace and the Weekly Update Distribution List (15 minutes per week) - The Database Coordinator will send out a regular report listing new members and those current members who have renewed their memberships. When new members and renewals request to join Club Chat and/or Club Marketplace, send them an invitation. When new members and renewals request to receive the Weekly Update, add their email addresses to the distribution list. **\*\*Note:** If a member chooses to join Club Chat **and** receive the Weekly Update email, only add them to the Weekly Update distribution list on a temporary basis. Since the Weekly Update email is also posted on Club Chat, if a member is on the distribution list for the Weekly Update and a member of Club Chat, they will receive the Weekly Update twice. Once they join Club Chat, remove them from the Weekly Update distribution list. This will eliminate duplicate emails.

3. Maintain Club Board (15 minutes per month) – When new members join the Board, add them to Club Board. When members leave the Board, remove them from Club Board. Only current Board members should have access to Club Board. Review the status of members of Club Board occasionally to make sure that everyone is receiving their emails individually rather than in the “daily digest” form.

4. Purge Club Chat and Club Marketplace of Non-Members (several hours in November and December) – Only club members who are current with paying their dues should be allowed access to Club Chat and Club Marketplace. On December 1, check the member list in the Members section of Club Chat and Club Marketplace against the current member roster sent out by the Database Coordinator. Those people who are members of Club Chat and Club Marketplace, but are not listed on the current member roster should be deleted from Club Chat and Club Marketplace. **\*\*However,** before names are deleted from Club Chat or Club Marketplace, “warning” messages should be posted weekly in November, and occasionally in October. Newsletter articles should run in the October and November issues to the effect that people who are not current on their dues (have not

renewed) will be removed from Club Chat on December 1.

5. Maintain Club Chat and Club Marketplace (varies) – Monitor the emails posted on Club Chat and Club Marketplace. Postings on Club Chat and Club Marketplace should be ready daily or at least several times a week. When a controversial topic erupts, notify the Co-Directors so that you can jointly decide whether or not action is warranted. Remind members of the rules when needed. If a member posts a “wanted” or “for sale” ad on Club Chat, remind them that such are not allowed and ask them if they would like to join Club Marketplace. Respond to requests by members who contact you for help. Members will frequently request the website password and username. Before providing this information, confirm their membership in the latest database (as provided by the Database Coordinator). Approximately once a month, delete old photos from Club Marketplace. The rules state that we will delete them every two weeks, but in practice, it has not been necessary to do this more than once a month. Members are not able to delete photos themselves.

Last Updated: 8/15/06

Number Coordinators: 1

Time Involvement: 1-2 hrs per week

Active Position: Yes