

SPMS Newsletter Responsibility Contract Extension

General description: Registrar seeking compensation for handling SPMS newsletter responsibilities.

Outline of Tasks:

Maintain all paper newsletter requests. Add new members as members register. Respond to requests of additions, removals and resends. Manage returned mail and contact members for new addresses and resending newsletter.

Generate mailing label file: currently ~150 recipients
Swimmers with no valid email address
Swimmers that requested a paper newsletter

Create PDF of mailing label file.

Send PDF of mailing label file to newsletter fulfillment contractor.

Receive PDF of Newsletter from SPMS Newsletter Editor.

Create compressed version of newsletter for posting online.

Post newsletter online.

Repost newsletter online as often as requested.

Hours: approximately 6 hours over every two months.

Frequency: 6 times a year

Due Dates: Mailing labels will be generated on demand and sent to newsletter fulfillment contractor. Newsletter will be posted online when received.

Compensation sought: \$50/newsletter