



NEWSLETTER Co-ordinator

<i>Purpose of Position</i>	<i>Communicate to the Community and area through various medias on the events and news of the MCC.</i>
<i>Accountabilities</i>	<ul style="list-style-type: none">• <i>Gather MCC news and prepare Seasonal Newsletters.</i>• <i>Liaise with Web Master and FB leader for consistent communication.</i>• <i>Print and Mail to Membership (Board Decision)</i>• <i>E-mail to Membership</i>• <i>Distribute copies to local organizations and businesses.</i>• <i>Attend board meetings to gain knowledge of upcoming events and to update board on progress.</i>• <i>Submit all expenses to Treasurer.</i>