E-MAIL COORDINATOR
JOB DESCRIPTION

I. Maintain the "BAGS Announcement" list on the Dreamhost Server. The list is updated upon receipt of changes in membership or requests from members.
   A. New e-mail addresses are received from the Registrar or pulled from the Membership Roster spreadsheet.
   B. Once an email is added to the list, a subscription verification email is automatically sent to the member. The member clicks a link in that email to subscribe and is automatically added to the list.
   C. Any future email that is generated from the list has an unsubscribe option at the bottom, which is to reply with "Unsubscribe" in the Subject line. An email is sent to the emailcoord@txbayareagen.org account. The Email Coordinator then edits the Dreamhost list to remove the member from the list.

II. Maintain BAGS official email addresses.
   A. Update the name on the email account on the Dreamhost server for any board member and issue new password upon change of hands.
   B. Add or remove any official BAGS email address as necessary and update group email accounts or distribution lists accordingly.
   C. Assist board members in using official email accounts.

III. Responsible for mass distribution of e-mails as needed, including but not limited to, forwarding information as requested by the Board.

IV. Upon receipt of the BAGS newsletter from the Newsletter Editor, distribute it to all members as a link to the newsletter on our website.

V. E-mail communication exclusively through BAGS e-mail address emailcoord@txbayareagen.org.

VI. Attend a majority of the board meetings.