

JOB DESCRIPTION: Scuttlebutt Editor

Adopted: April, 2019

Reviewed: April, 2019

General Function: To communicate via email during regular season about club events and alerts.
Off season, memos sent at request of Commodore or other board members

Essential Duties:

- send weekly email memos to all members about club activities
- send special memos as requested
- maintain email address file on members
- report to annual meeting about SB stats

Anticipated Budget Needs: None

Contractors used to assist the Chairperson:

Other Information that might be helpful:

There is no written policy. Board guideline is to send SB only about club members or activities. No promotional use.