

## Bulletin and Listserv Coordinator

### **Duties:**

1. Serves on the Advisory Board.
2. Publicizes news copy deadlines and solicits important and interesting news from Chapter members and Board members.
3. Collects and edits materials to appear in Bulletin.
4. Adheres to SLA brand guidelines.
5. Maintains MailChimp listserv.
6. Prepares a report for activities for each Board meeting.
7. Submits an annual report of activities to the President.

For more information, see the SLA [Communications Resources](#) page.