

Listserv Manager

1. **Purpose:** Maintains and manages the Society's email lists.
2. **Term of Office:** Three years. Appointed by the President with Executive Board approval.
3. **Voting Status:** Non-voting member.
4. **Major Duties/Responsibilities:**
 - A. Attends four Executive Board meetings and the Annual Business Meeting and presents written and verbal reports on activities at the meetings.
 - B. Maintains email list membership, and ensures that list membership is current to coincide with newsletter and directory publication.
 - C. Monitors email lists to block inappropriate messages or subscribers.
 - D. Creates new email lists and email accounts as appropriate for committee needs.
5. **Approved by the Executive Board: October 12, 2010**