

7th Michigan Volunteer Infantry, Company B, Inc
JOB DESCRIPTION
(September 2011)

TITLE: NEWSLETTER COORDINATOR

PURPOSE: To coordinate, format and distribute the monthly newsletter

AUTHORITY: Appointed by the president

TERM: 1 year

DUTIES:

1. To be the primary contact for the newsletter items submitted
2. To format and publish the newsletter monthly
3. To ensure the distribution of the newsletter monthly to members in good standing
4. Report monthly to the board on progress/needs/financial needs