

North Down and Ards U3A

Role Description

Mail Manager

The purpose of the role is to organise mailings to members on behalf of the committee, sub groups of the committee and Leaders and Convenors. It will involve using Beacon, the Pitney Bowes franking machine and any other communication channels that may be appropriate.

Duties

- Given that committee members and Leaders and Convenors will have their own permissions to use Beacon they may decide to use it directly rather than go through the Mail Manager. This is permissible and indeed to be encouraged. However, not all Leaders and Convenors have computers although each group will be encouraged to have one member who can use a computer, but this will not always be possible. In such cases Leaders and Convenors will need to cooperate with the Mail Manager. Some authorised users of Beacon may need advice on how best to use the system, how best to communicate and in such cases the Mail Manager can provide support. The Mail Manager will provide guidance on Beacon as necessary so that all users conform to Beacon guidelines.
- The committee may ask the Mail Manager to send out bulk mailings on Beacon and this may include monthly e-zines that are envisaged.
- Ensure that the Pitney Bowes franking machine receives its monthly electronic update.
- The Mail manager will liaise with other volunteers to ensure that sufficient funds are available on the PB machine to cover the number and unit weight of forthcoming Royal Mail mailings.
- The postage cost of the above mailings must be approved by the NDAU3A Chair and Treasurer prior to the PB machine being funded.
- Organise the preparation and sending of bulk mails via Royal Mail, coordinating with the RUGS.
- Assist in the operation of the franking machine for any other authorized users.
- Be aware of and comply with both NDAU3A's Data Protection and Privacy Policies.
- The Mail Manager should be a confident computer user, have good knowledge of Beacon and also have good lay out skills.
- This role description is not intended to be all-inclusive. The post holder may be asked to undertake other related duties to meet the needs of NDAU3A.

Agreed by the Executive Committee on 1 February 2019

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