**PRSPS Job Description - Circulation**

**Job Title:** Circulation 11/2014

**Reports to:** Secretary **Rank:** Lieutenant

**Responsibilities:**

* Circulation is appointed by the Secretary.
* The squadron newsletter is the Peace River Pilot. It is written and edited by the Newsletter Editors. When each monthly newsletter is ready to send, the editors send the file to the printer. Currently, the squadron uses the services of Office Depot to take advantage of the discount Office Depot gives to the USPS.

This person shall pick up our monthly newsletter, The Peace River Pilot, from the printer when notified by the printer that the printing is completed. The DB2000 chair will provide the labels of all individuals who do not access the Pilot from their computer or who have requested a newsletter be mailed to them. This address label and sufficient postage will be affixed to the back of each to send the newsletter through regular Post Office mail.

* This person shall also have the responsibility to mail the yearly roster of members to all family units. This may be done through Bulk Mail with the US Post Office if it is financially advantageous to the squadron. If needed, these instructions are below \*\*.
* All invoices for printing and postage should be submitted to the treasurer for full reimbursement of cost.

\*\* Bulk Mail instructions -They will then be sorted by Zip Code, as required by the Post office. Bundles of fifteen or more of one type are put together. There are four different categories that the bundles are sorted in. After sorting, they must be rubber banded by length and girth. There is also a sticker that must be placed on each bundle (this you will get from the Post Office, four different Stickers). The bundles are then counted by number in each category, and the Post Office form is filled out and totaled. The whole shipment can then brought to the Punta Gorda bulk mail Post Office.

The description presented here is of a general nature, and may be added to or extended as requirements suggest. They are solely designed as a guide to help a member who is assuming an office with which he or she may not be familiar. In no way are they intended to supersede or amend PRSPS Bylaws or Operating Policies.