

# Directory Job Description

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*(HS 10/16/2020)*

## **Background:**

The Branch 62 Membership Directory is printed annually. It contains all of the vital information for the members including member expectations, meeting dates and places, lunch tickets, basic guidelines, member names, photos and contact information. The directory is considered “private” and is not to be distributed electronically to help insure this privacy.

The Directory should be made available for the first luncheon of the year (January) so that it has maximum value throughout the year.

## **Skills:**

Working knowledge of the following software applications:

- MS Word - use proper formatting (tabs...not spaces), mail merge used in conjunction with Excel for data and photos
- MS Excel - extract data and link photos
- A photo editor - resize, crop, photos if required
- Email - just because

## **Tools:**

Computer

MS Word

MS Excel

A Photo Editor

Car - to arrange for and pick-up printed copies

## **Tasks:**

**Schedule** – Start gathering information early in November, assemble the first draft by mid-December, final touches by the end of December, printing in the first week of January (allows time for a printing mistake, delivery to the Attendance Chairman at or before the January Luncheon.

**History** - Get an updated history from the Historian

**Head Shots** - Get updated copies of the head shot photos from the Photographer and insure that they are linked to the Branch Roster Excel spread sheet

**Contact**, Officer, Committee, info from the Branch Roster which is maintained by the Membership Chairman

**Update** State positions from State web

**Update** In Memoriam (from Condolence Committee)

## **Printing**

FedEx in Sunnyvale has our account. Need letter of nonprofit for no tax.