



## Unit 547 Email Coordinator Position Description by Bob Gruber

The Email (address) Coordinator Chair in Unit 547 is responsible for maintaining mass e-mailing lists in three different arenas for the purposes of:

1. Notices to membership / club game players,
2. Notices to members of Southern California Units about the open Sectional, and
3. Notices to members of Southern California Units about the 499er Sectional(s) (if any).

The Kingston flash drive that is an integral part of the Unit's historical archive has lists in 2 categories: total e-mails and 499er e-mails. Another write-up concerning mass e-mailings, namely, *Email Blasts*, appears in each directory along with the "audience" split into multiple lists in Excel. [Email Blasts](#) details how to (easily) perform a privacy respecting e-mail blast.

To keep these e-mail lists up to date, the Email Coordinator Chair needs to receive the monthly In-and-Out Report. Even that is not quite enough. Those just joining the ACBL (for the first time), obviously, have zero (0) points and belong on the (547) lists for the:

499er Sectional and Open Sectional

Transfers into the Unit may have too many points for the 499er category. For a transfer (or rejoin), a Director will need to provide the Masterpoints held by that person.

The Coordinator maintains the 2 lists, but is not responsible for the mass e-mailings. The responsibility to perform or have performed the actual e-mail blasts rests with the Membership Chair, the Open Sectional Tournament Manager, and the 499er Sectional Tournament Manager. The Coordinator provides the appropriate up-to-date lists whenever one of these Leads requests them.

### Open Sectional Lists

For the open Sectional, the mass e-mailing (Excel) lists are in the *Sectionals\Units xxx E-mail Addr Lists\Excel Total Emails* directory. There are 11 (Excel) lists:

- |                        |                              |                    |
|------------------------|------------------------------|--------------------|
| 1) 532 (Thousand Oaks) | 5) 556 (Antelope Valley)     | 9) 562 (West LA)   |
| 2) 542 (Santa Barbara) | 6) 557 (Long Beach)          | 10) 568 (Torrance) |
| 3) 547 (Ventura)       | 7) 559 (Pasadena)            | 11) Unit Unknown   |
| 4) 553 (Glendale)      | 8) 561 (San Fernando Valley) |                    |

### 499er Sectional Lists

For the 499er Sectional(s), the mass e-mailing (Excel) lists are in the *Sectionals\Units xxx E-mail Addr Lists\Excel 499er Emails*. There are 5 (Excel) lists:

- |                        |                |
|------------------------|----------------|
| 1) 532 (Thousand Oaks) | 5) Multi Units |
| 2) 542 (Santa Barbara) |                |
| 3) 547 (Ventura)       |                |
| 4) 562 (West LA)       |                |

Link to [Email Blasts](#)