



## 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 299er Sectional(s) (if any).

Each of these 3 arenas has its own directory on the Kingston flash drive that is an integral part of the Unit's historical archive. 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:

Novice only, 199er & Novice, 299er Sectional and Open Sectional

Transfers into the Unit may have too many points for the Novice, or 199er, or 299er categories. For a transfer (or rejoin), a Director will need to provide the Masterpoints held by that person.

The Coordinator maintains the 3 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 299er Sectional Tournament Manager. The Coordinator provides the appropriate up-to-date lists whenever one of these Leads requests them.

### Membership Lists

For purposes of mass e-mailings, the membership has been split into five (5) lists:

1. Frequent players,
2. Infrequent players,
3. Novice only players,
4. 199er & Novice players,
5. Outside Unit 547 players.

These lists are in a directory labeled: *E-mail Addresses in Unit*. Note that the 5<sup>th</sup> list is not of Unit members, but of others who play in Unit 547 games. And there is actually a 6<sup>th</sup> list, the initial cut of candidates to play in the Women's Pairs game (on Wednesdays).

### Open Sectional Lists

For the open Sectional, the mass e-mailing lists are in the *Sectionals\Units xxx E-mail Addr Lists* directory. There are 10 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)            |                    |
| 4) 553 (Glendale)      | 8) 561 (San Fernando Valley) |                    |



## 299er Sectional Lists

For the 299er Sectional(s), the mass e-mailing lists are in the *Sectionals\299er Sec\299er E-mails* directory. There are 10 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)            |                    |
| 4) 553 (Glendale)      | 8) 561 (San Fernando Valley) |                    |

Link to [Email Blasts](#)