

Duties and Responsibilities

- Manage ASH email account
- Every day or two check for new messages
- Maintain and keep up-to-date the following email lists:
 - current ASH members
 - ASH Executive
 - Publicity list - includes former members and other interested parties
- Periodically check that only ASH members are in the contact list
- Promptly forward reminders of ASH monthly meetings, Hands On and special events
- Forward information of interest to members
- Answer or redirect inquiries from members
- Redirect inquiries from non-members to Web Master