

Mail Team Committee Responsibilities

Monthly mailings consist of the following: Membership meeting minutes, Flyers for trips, Luncheons/picnics, and Hometown News.

1. All original mailings are obtained from members of the Association's Board of Directors in electronic form.
2. These documents are emailed to the MetEd Administrative Assistant to the President. Also provided are the number of copies of each document that are required.
3. The MetEd Administrative Assistant will have the required number of copies produced and have them available prior to the monthly Board of Directors meeting according to the monthly meeting schedule.
4. All copies of the mailings will be placed at a predetermined location.
5. One or two committee members (folding machine operators) should arrive approximately 30 minute prior to the other committee members and begin the folding process.
6. Upon arrival, the other committee members begin to affix the mailing labels to the envelopes while the folding process continues.
7. Upon completion of the folding process, the entire committee begins placing the folded documents into the mailing envelopes.
8. Maintain custody of the association's mailing machine and supplies

Note 1: When a Trip Flyer is to be mailed during July and/or August (there are no Board of Director meetings these months) the mail team will meet at MetEd on the date designated on the "Annual Events & Mailings Calendar".

Note 2: This process was developed due to the following requirements and/or contingencies:

1. An authorization card (MetEd employee only) is required for copier use. This requires the presence of a MetEd employee.
2. A copier malfunction may cause an indefinite delay in the mailing process.
3. A "confidential" MetEd document may be printed and intermingled with the Association's documents.
4. A "critical" MetEd document (ex; Storm Restoration, Rate Case Filing, etc.) may take priority over the Association's copying process.