

WHO WE ARE: Members who volunteer to handle various aspects of electronic document creation and dissemination of LLWC information. Our function is to *support* the LLWC Board, as a whole, and *assist* Board Members who may not have the computer expertise to handle some of these projects.

CT Leader: Dee Watt

CT Members: Lynne MacNeill, Shana Nunn, Marilyn Wolpert & Marty Koblisch

ASSIGNMENTS

Dee Watt:

- Oversee CT operations; assign work as needed
- Work as consultant to the Website Administrator when needed to update the website
- Email distribution from website
- Format monthly Caller Email
- Flyers, posters, tent cards, sign-up sheets
- Board Responsibilities documents
- Prospective Member Pamphlet
- Bulletin Board
- Skills: Publisher, Word, Excel

Lynne MacNeill:

- Website Administrator – maintenance and design
- Make changes as needed
- Oversee others who access the website to add photos, send emails, input to the Calendar, and make other changes on the website
- Skills: Photoshop, Word, Excel

Shana Nunn:

- Input Birthday greetings monthly on Jacquie Lawson website
- Maintain members' birthday calendar on website
- Maintain membership database for member roster on website
- Add and delete members from website as changes occur
- Send out routine emails from website such as meeting reminder, meeting minutes, reminder for Wine Down Wednesday, and President's message (Breeze article)
- Skills: Word, Excel

Marilyn Wolpert:

- Monthly meeting Brochure
- Next month's meeting information for website
- Block Captains List maintenance
- Skills: Publisher, Word, Excel

Marty Koblisch

- Flyers, posters, tent cards, sign-up sheets
- Skills: Photoshop, Publisher, Word