



## BULLETIN COMMITTEE

Keith Tyo - Chair

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518-569-5882

### Description

- Prepare the weekly Bulletin to notify members of meeting duties, upcoming programs, club announcements, etc.

### Participation

- Meetings: In person after a regular Club meeting or Virtual, 2-3 times per year
- Desired # members: 5

### Expectations

- To update the Bulletin on a Monday or a Tuesday at the latest. (Each member receives the Bulletin weekly.)
- Knowledge of a CRM system combined with excellent writing and proofreading skills preferred but not required.