

## **Miscellany Mailing Committee**

### **Duties**

- The Miscellany mailing committee meets monthly, usually on a weekday at a time convenient to its members, in order to assemble, staple, and ready the Boulder Meeting monthly newsletter, the “Miscellany,” for both mailing via U.S. mail service and for distribution at the meetinghouse.
- Either the Convener or a member of the committee is responsible for maintaining the mailing list and for printing out the labels for each monthly mailing.
- Once a year the mailing committee sends out the Boulder Friends Meeting Directory which is an annual update of contact information.

### **Size/Tenure**

The committee consists of about 4 members. Tenure is indefinite, reviewed annually.

Revised June 2018