

## **LGA Reporter Duties**

The Media Specialist is responsible for all published and electronic communications between the WPLGA board and the members.

At the beginning of the new year for LGA members, set up mailing lists with each members e-mail address. When new members join, you will need to add them to one of the mailing lists and likewise, when someone does not join, you need to remove their e-mail address from the mailing list. You would need to make several lists, such LGA#1, LGA#2, LGA#3 and so on, as each list should include about 35 or less so your messages do not get picked up as spam. Whenever you send out an e-mail message to the members, you will need to copy it and send it to each list. For example, in 2016, the Media Specialist had 7 lists (LGA#1 through LGA#7) and sends out 7 messages each time a communication is sent out. Whenever you send out e-mail messages, send them to: [LGAReporter@gmail.com](mailto:LGAReporter@gmail.com).

Bbc: name of the member so that the recipient only see their name on the message and not all of the other e-mail addresses.

The Media Specialist sends out all communications, such as but not limited to, weekly winners, announcements of tournaments, distribution of the WPLGA handbook and changes, sympathy notices.

The Media Specialist receives numerous requests to distribute e-mail messages to the members. If in doubt of appropriateness of sending messages, particularly from non-LGA events, check with the LGA President or refer the person to check with the LGA President because she may have specific policies as to what she wants the LGA Reporter to send out. Each president has her own preferences.

November 4, 2021