

North Down and Ards U3A

Role Description

Mail Manager

The role of the Mail Manager is to organise the issue of bulk mailings to all members on behalf of the Committee. The Mail Manager should be a competent computer user, have a good knowledge of Beacon and have good layout skills.

The main duties are:

- Issuing all notices/circulars, approved by the Chair, Groups Coordinator or the Rooms Coordinator, to the membership using the Beacon system of communication.
- Ensuring that not more than one bulk mail is issued to all members in any one hour.
- Checking the email delivery list for unsuccessful deliveries, flagging undelivered i.e., usually blocked or bounced emails to the appropriate person for action – sender (to resend) and/or Beacon Administrator or Membership Secretary (in the case of incorrect email addresses).
- Assisting the Beacon Administrator with Beacon training when required.
- Be aware of and comply with both the u3a's Data Protection and Privacy policies.

The postholder may on occasion be requested to undertake additional duties associated with the Mail Manager role which may arise.

Approved by the Committee

October 2023