

**Sun City PRIDES
Email/Phone Coordinator
Position Description**

Position Purpose: To manage PRIDES messages and phone calls.

Appointed by: Board of Directors

Length of Service: Open

Position Duties/Responsibilities:

1. Retrieve voicemail messages, email messages and messages from the PRIDES webpage; forward to the appropriate Board member.
2. Check the email box/webpage for contact forms and registration forms.
3. Send emails to the Membership from Board members, Saturday Squad, Phase Coordinators and others as needed.
4. Send out unapproved minutes from monthly Membership meetings.

Note: Laptop computer will be provided by the PRIDES.

Approved 12/01/2018