

Executive Secretary Needed

The Scandinavian Collectors Club is in immediate need of a new Executive Secretary from among its current members. The position involves the handling of new membership applications and maintaining the member database, as detailed below. The position pays a small stipend. Candidates for the position can submit inquiries to the Alan Warren alanwar@comcast.net.

SCC EXECUTIVE SECRETARY JOB DESCRIPTION

Basic Needs – Office space, computer, P.O. Box for exclusive SCC use, Telephone, Filing and storage space.

Process New Members and Reinstatements

Receive new member applications or requests for reinstatement. Date the application and assign membership number. Enter details in the SCC membership database. Prepare a membership card and an introduction letter or reinstatement letter and mail to applicant along with a recent issue of *The Posthorn*.

Inquiries

Respond to inquiries by letter or email. For membership inquiries, mail or email a membership application along with brief letter, and if appropriate, send a recent copy of *The Posthorn*.

Coordinate with the Officers, Web Site manager and Publicity Chairman on membership campaigns through media advertising and press releases. Provide Scott and other catalogs information for society listings when requested.

Dues Renewals

Prepare the annual Renewal Notice and send by email to members, or postal mail if they do not use email. Complete this in or before October. As renewals come in, update member's record in the SCC Database noting number of years paid (dues expiration year), and any change of address or other information.

Posthorn Mailings

Approximately two weeks before printing, sort the database into two files with one for domestic mailing and the other for foreign mailings. Email these files to the Mailing Service. Keep track of PH mailing rates and procedures through USPS and Pitney Bowes. Complete annual USPS Statement of Mailing and file with USPS, plus provide to PH editor for printing each year.

End of Quarter Reports

Provide income and expense reports to the SCC Treasurer. Prepare a "Membership Statistics" report for publication in the next issue of *The Posthorn* that includes new members' membership number, name and address, and send it to the Editor. If member does not want the address published, mark as DNP (do not publish). List also reinstatements, changes of address, deceased, resignations, and "lapsed" (did not respond to repeated dues renewal requests). Also list names of members who have made donations.

Half & Quarter Century Club Members

Each year determine eligibility for entrance to the 25 Year and 50 (Golden Life) Year clubs. Prepare certificates and forward to the President to be signed and presented at the Annual Meeting. Golden Life members also receive a medal and do not have to pay future dues. Adjust SCC Database to reflect change in status. Mail certificates to those unable to attend annual meeting.

Annual Meeting Preparation

Work with Convention Chairman to provide materials needed at the convention booth. This includes membership applications and back issue copies of *The Posthorn*. Help provide booth coverage.

Additional responsibilities

Assist the SCC officers and committee chairs as needed.