



27 March 2020

LUNCHEON POSTERS

1. PURPOSE:

Provide advertising of the current monthly General Meeting and program.

A. Responsibilities:

- i. Monthly to design and publish a flyer to advertise our upcoming meeting.
- ii. Get approval of program topic, fees and times from Board.
- iii. Distributed computer flyer to; LOP for Pines Times, Firebelles Webmaster, and provide a hard copy for the Sports Lounge.

2. SKILLS:

Ability to use a computer to design, send and format information. Organized and ability to prioritize deadlines.

3. BUDGET:

As approved by the General Membership