**Membership Coordinator [No limit of Service]**

**The Membership Coordinator will issue regular Newsletters/Updates and in addition will have the following duties:**

* **Maintain a database of all Members**
* **Forward all promotional documents to all members**
* **Maintain an archive of the affairs of the Society**
* **Stowe Connect:** Post information as appropriate of fixtures and developments
* **Stowe Website:** Check occasionally that the OS Office are adding Monthly Updates to the Old Stoic News Section
* **Corinthian Magazine:** Supply article and photos by end November on past year and key plans for next year. Request for material will come from OS Office. The Corinthian is published each March. Past copies of OSGS articles available.
* **Old Stoic Office Director:** Copy on all OSGS Updates. and other key Stowe events (Speech Day, Centenary etc).
* **Manage the stocks** of OSGS ties, sweaters and caps