

What the office does/can**do:**

handle printing and duplicating
create mailing lists and labels, mail
maintain time lines and issue reminders

maintain overall records
purchasing and payments
keep personnel and responsibility list
post electronic notices (Web, sites, FB)
purchase advertising
bookkeeping (LJCC and joint)
Mail/email/phone message receipt.

And not do

create new designs for printed material
stuff envelopes
personal management of activities
(from information supplied -- no research)
on-the-ground shopping
recruit

design ads