



30 April 2020

COMMUNICATIONS – VIA EMAIL

1. PURPOSE:

To communicate information about luncheons or other information dictated by the Board with members via email.

A. Responsibilities:

- i. Keep a roster of all members both email and phone notification methods.
- ii. Monthly prepare an email to all email members with information on luncheons.
- iii. Collect all reservation responses about luncheons, both email and phone
- iv. Direct information collected to Luncheon Committee Chair, LOP Food & Beverage manager, Decorations Committee Chair and Hostess Committee Chair.

2. SKILLS:

Excellent Computer skills, well organized and good communications skills

3. BUDGET:

As approved by the general membership