



2 April 2020

COMMUNICATIONS – VIA TELEPHONE

1. PURPOSE:

To communicate information about luncheons or other information dictated by the Board with member via phone rather than email.

A. Responsibilities

- i. To keep a list of members that do not receive email communications
- ii. Establish a group of members to call non-email members (groups of 10)
- iii. Monthly call members for luncheon reservations
- iv. Annually the list is revised based on new members

2. SKILLS:

Ability to communicate with others. Be organized. Good attention to detail.