

## **e-Communications**

The e-Communications volunteer sends the monthly newsletter by e-mail to all members who have requested an electronic copy. To accomplish this task, the e-mail addresses are divided into groups, and the addresses are pasted into the bcc line of the message address so that the e-mail addresses are not visible to recipients. The e-Communications volunteer receives the current e-mail list of members who wish to receive the electronic version of the newsletter from the Membership Chair in mid-September, so that it can be used to send out the September newsletter and all subsequent issues for that year. In addition to the newsletter, the e-Communications volunteer also sends out any other special messages the Board may request, such as meeting cancellations.