

BCC Correspondence Secretary Duties:

1. Monthly newsletter distribution to our list on Constant contact

ACTIONS NEEDED:

- a. ***DUE 2nd week of each month (following Association Meeting) & last week of each month (prior to the Association Meeting)***

The newsletter should consist of at least the following elements:

- Meeting update and reminder with RSVP link from website and zoom link
- Monthly Speaker update
- Any BCC fundraisers or events happening with links or flyers
- Member announcements with flyers
- Membership call to action to join BCC as a member

2. Brad Korb monthly newsletter submissions

ACTIONS NEEDED:

- a. ***DUE 1st Friday of the month prior (Ex: September newsletter submission due Friday, August 5)***
- b. Send copy of BCC newsletter as a “Word Doc” that includes ***BCC info ONLY***

Contact for Brad Korb: Kristen Frost, Brad Korb Real Estate Group @ 818-526-0662
Fax 818-953-5309

3. Sending donors and sponsors thank you letters with tax id for tax deduction – ***as needed***

4. Reaching out to the BCC membership via email to communicate any information – ***as needed***

5. Monthly membership update for BCC board meeting ???

Note: BCC Association Meetings are the first Monday of each month at noon

2022/23 Newsletter Calendar Dates

We need 2 per month to go out.