

Communications Chair – Newsletter and Email Blasts Timeline

Monthly Newsletter

- Send an email to all President, Program Chairs, Interest Group Chairs ten days ahead of 1st of next month; then another 3-4 days ahead (Reminder) to get submissions in by 12pm by the 2nd to last day of the month. This allows ½ to one day. day to put together/finalize the newsletter.
- Send PDF version of the newsletter on the 1st of the month to LCV AAUW email list on the last day of the month or first day of the following month.
- Send PDF of the newsletter to National AAUW Site Support person, Cheryl Bond, to post on the LCV website. email: bondc@aauw.org
- Send PDF of the Newsletter to the LCV Secretary to post on the LCV Google Drive. Email: AAUW.LCV.Secretary@gmail.com

Email Blasts to the Membership

- Send content submitted as an “Email Blast” from the President or an approved person to the LCV Membership List.