



COMMUNICATIONS CHAIR OVERVIEW

Responsibilities

- **Send Weekly Evite** the day after the last event.
- **Monitor Evite** for timely replies
- **Update** emails and contact info as needed

- **Each week during announcements** the President will ask for any reports from the Communications Chair.
- **Please re-enforce the benefits of advertising business** through use of Evite and you may wish to remind members of areas that may need attention, i.e., a bounced email, those without a reply, a reminder to send contact info of visitors to add to evite.

- If all are participating and no reminders are needed, thank members for their continued support of the tools.

- **Add** new members to Evite
- **Remove** Visitors that are not interested in joining

- Forward the **New Member Welcome Letter & Fast Track Checklist** at <http://b2b-fl.com/memberresources> to new members during first week of membership

Follow-up with Visitors by customizing the templates provided for Prospective members at <http://b2b-fl.com/memberresources>, Emerging Chapters, & thank you notes to those attending an event.