

**CALIFORNIA AGENTS AND HEALTH INSURANCE PROFESSIONALS
POLICY & PROCEDURES**

POLICY TITLE: Member Mailing List

CLASSIFICATION: Communications

POLICY NUMBER: 7009

DEPARTMENT COORDINATOR: VP of Communications

MOTION: Dede Kennedy-Simington

SECONDED: June Taylor

DATE APPROVED: August 17, 2015, February 21, 2023

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: 2026

POLICY: CAHIP will make its active membership mailing list and email list available at a fee negotiated by the CAHIP Board. The minimum value is estimated at \$500. Mailing list provided will be an Excel spreadsheet listing member name, company name and company mailing address, and email. Phone numbers are not provided. CAHU VP of Corporate Relations should review requests.

PROCEDURE(S):

- Notification made to the VP of Communications of request.
- VP of Communications to confirm approval of sending mailing list as requested and detailed above.
- Payment to be made in advance via check or credit card.
- Upon authorization by the VP of Corporate Relations and the receipt of payment, CAHIP's Executive Director shall supply the list as requested via email.

FINANCIAL IMPACT: Increase of non-dues revenue.