

**CALIFORNIA ASSOCIATION OF HEALTH UNDERWRITERS
POLICY & PROCEDURES**

POLICY TITLE: Member Mailing List

CLASSIFICATION: Communications

POLICY NUMBER: 7009

DEPARTMENT COORDINATOR: VP of Communications

MOTION:

SECONDED:

DATE APPROVED: August 17, 2015

APPROVED BY: Board of Directors

AMENDED:

REVIEW DATE: 2017

PURPOSE:

Provide CAHU member mailing lists to outside parties while still protecting members' privacy and limiting the kind of communications contact they would receive. Also provide non-dues revenue to CAHU.

POLICY: CAHU's will make its active membership mailing list available at a cost of \$250 to non-members or interested parties. Mailing list provided will be an Excel spreadsheet listing member name, company name and company mailing address. Phone numbers and email addresses are not provided.

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 Communications and the receipt of payment, CAHU's Executive Director shall supply the list as requested via email.

FINANCIAL IMPACT: Increase of non-dues revenue.