



PCC Postal Administrators Quick Start Guide

1. **Meet with your Postal Co-Chair**
 - Discuss expectations
 - Current goals and initiatives
2. **Meet with your Industry Co-Chair(s)**
 - Discuss expectations
 - Current goals and initiatives
3. **PCC Board Meetings**
 - Schedule and attend PCC board meetings
 - Send reminders to the board
 - Meet with committee members
4. **Distribute Communications to membership**
 - PCC Alerts
 - Educational materials
 - Meeting & Event invites
 - Maintain & update the email and physical mailing list
5. **PCC Website**
 - Meet the webmaster
 - Post and remove events
 - Keep Calendar of Events and Board member information current.
 - Provide photos of events for posting
6. **PCC Events**
 - Planning & Scheduling PCC events
 - Post events on your website, *TeamSite*, and PCC Voice.
 - Manage registration
 - PCC Event Planning guide
<https://postalpro.usps.com/node/6402>
7. **Meet and work with Sales team; BDS, BSN & BMEU**
 - They can help recruit new members
 - Networking at events
 - Providing answers and solutions to members

8. **PCC Binder** – Will parallel Premier Awards nomination and cover some of your duties
 - **CHECKLIST (1-16)** – what is needed for leadership awards for your category.
 - **(1, 2, 3) BOARD/COMMITTEES/WEBSITE** – snip-its from website include URL
 - **(4) EVENTS ON POSTAL PRO** – continually take snip-its
 - **(5) LOCAL RECOGNITION** – Local Awards/appreciation meal
 - **(6) PCC VOICE POST** – snip-its of posts
 - **(7) LEADERSHIP AWARDS** – copies of the awards that were submitted
 - **(8, 10,) EVENTS/MEETINGS** – board meeting minutes/event email blast
 - **(13) ATTENDEES AT EVENTS** – the roster with attendee names and contact information
 - **(9, 11) NPF/PCC WEEK** -supporting material; eblasts, copies of USPS mailings
 - **(14) HQ TOUCHPOINTS** – snip-it of event with your name or copy of roster
 - **(12) NATIONAL HQ MEETINGS** – snip-it of event/your name or copy of roster
 - **(15) MAILINGS** – samples of postcard & newsletter
 - **(16) SUCCESS STORIES** – copies that were submitted and email trail

Start a new binder each year will record and preserve your PCC's history
9. **PCC Resource Tab** – located on the **PCC *BlueShare*** site.
<https://ca.blueshare5.usps.gov/sites/igo/pcc/SitePages/Home.aspx>
 - Resources
 - Tutorials
 - Contacts – keep your contacts current
 - Speakers Bureau list for PCC events
 - Premier and Leadership guides and forms
10. **PCC *TeamSite***
<https://teamsitepx.usps.gov/iw-cc/command/iw.ui>
 - List your PCC Events here to be posted on Postal Pro
 - Tutorial available on PCC Resource Site
11. **PCC *PostalPro***
<https://postalpro.usps.com/>
Third tab – Industry Forum (PCCMTAC/AIM) CLICK ON PCC
 - Find a PCC event – verify your events
 - Find a PCC – verify & update Postal contacts
 - Webinars, Workshops, Cafés, and Library
 - Toolboxes
 - Review Pub 286
12. **Nominate your PCC for Premier and Leadership Awards**
 - Forms and guidelines are found at the [PCC *BlueShare*](https://ca.blueshare5.usps.gov/sites/igo/pcc/SitePages/Home.aspx) site.
13. **Reach out to the PCC mailbox at PCC@usps.gov for assistance with:**
 - Recruiting or finding a mentor
 - Any questions you might have