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](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

    - List your PCC Events here to be posted on Postal Pro
    - Tutorial available on PCC Resource Site

11. **PCC PostalPro** [https://postalpro.usps.com/](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** 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