

The contents of this *Executive Board Member Commitment/Recommitment Letter* are not meant to replace information in *Publication 286: Postal Customer Council Program Policies and Rules* (“*Publication 286*”). *Publication 286* is the authoritative document governing the Postal Customer Councils, and this Letter is subject to and qualified by *Publication 286*. To the extent that anything in this letter conflicts with *Publication 286*, *Publication 286* governs and controls.

EXECUTIVE BOARD MEMBER COMMITMENT/RECOMMITMENT LETTER TEMPLATE

Month day, Year

Dear:

Thank you for your interest in participating as an Industry Executive Board member of the (Name of PCC) Postal Customer Council (PCC).

The purpose of this letter is to share with you the commitment that each Executive Board member makes toward the organization, and what your contribution and expectations would be as an Industry Executive Board member.

The mission of the PCC Program is to foster and maintain a close working relationship between mailers and the Postal Service.

The PCC provides information about new and existing Postal Service products, programs, regulations, and procedures. The primary purpose of an Industry Executive Board member is to exchange ideas concerning mailing services and products provided by the Postal Service, with other members and Postal Service representatives. The PCC organizes educational, networking events, and meetings to support the PCC Mission. Currently we have approximately 7500 Postal Customer Council members, and we are still growing!

The (Name of PCC) Postal Customer Council’s expectations of all Board members are as follows:

- Participate in subcommittees as needed.
- Participate in all scheduled meetings during the calendar year. If a board member is unable to attend a meeting, it is requested that they contact the Secretary.
- A board member cannot have more than four (4) absences in a calendar year or three (3) consecutive absences (unless there are extenuating circumstances).

If you are in agreement with the terms stated above, please answer the following questions, sign below, and return this letter to me. The Executive Board will consider all candidates and vote to defer or accept each candidate at a future meeting. The PCC elects the board members, after the initial slate is appointed by the Postal Service.

- Years in mail and shipping-related industry:
- Areas of expertise:
- Length of involvement with the PCC:

I am in agreement with the above expectations listed for membership on the Executive Board of the (Name of PCC) Postal Customer Council.

Signature

Date

Board Member’s Name
Executive Board Member
(your address)

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