

# HBA Member and Member Leader Email Signature

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The HBA's Members and Member Leaders leaders are its ambassadors—and the visible faces—of our *United Force for Change*. To ensure consistency across our brand, and help stakeholders easily recognize who you are when communicating on behalf of the HBA, we ask that all Members and Member Leaders use an HBA email signature for all HBA-related correspondence.

Below is a template you can save and use as part of your email signature for ease and consistency in HBA communications.

A few important notes:

- Use only Tahoma or Palatino Linotype at 10 or 11 point fonts
- Spell out words and avoid abbreviations wherever possible
- Please ensure your HBA title fits the format listed in the examples (i.e. HBA Region/Chapter/Branch followed by role title (President, Regional Director, Director-at-Large, etc.) then function or focus area)
- Please review the [HBA's Brand Guidelines](#) with questions

## Email Signature Template

### Firstname Lastname

HBA Region/Chapter Role Title, Function/Focus Area | [Healthcare Businesswomen's Association](#)

Work job title, Company name

Preferred phone | Preferred email

## Usage Examples

### Suzie Curlers

HBA Midwest President, Membership Experience | [Healthcare Businesswomen's Association](#)

VP, Important Things | XYZ Healthcare Company

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### Daniel Exampleman

HBA Milan Director at Large, Marketing and Communications | [Healthcare Businesswomen's Association](#)

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HBA Miami Committee Chair, Corporate Engagement, Southeast Region | [Healthcare Businesswomen's Association](#)

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## Optional Additions:

**HBA logo w no text:**

