

HBA volunteer email signature

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HBA's volunteer leaders are ambassadors and faces of our united force for change brand. For brand and organizational consistency and to ensure HBA stakeholders understand who you are when you reach out, we ask all HBA volunteers to utilize an HBA email signature when sending HBA-related emails. Below is a template that can be saved as one of your email signatures for ease in HBA business.

A few important notes:

- Use only Tahoma or Palatino Linotype at 10 or 11 point fonts
- Spell out words, avoid abbreviations
- Please ensure your HBA title fits the format listed in the examples (i.e. HBA region/chapter/component followed by role title (president, regional director, director-at-large, etc) then function or focus area)

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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Optional additions:

HBA logo w no text:

