

## **AAUW-PVP COMMUNICATION PROTOCOLS**

**November 10, 2015**

### **E-Blasts**

- All E-blasts must be approved by Council Chair prior to submission to E-Blast Coordinator.
- E-Blasts are utilized only for announcements and/or activities directly related to branch activities.
- E-blast must contain a subject line, a short message and attachments when appropriate.
- There needs to be two members who can do E-Blasts--the Coordinator and a back up.

### **E-Mail Lists**

- There will only be one data base and it will be updated by the Membership Co-Chair.
- Sub-groups such Interest Groups and Committee Chairs can maintain their own list.
- Agendas and Council Minutes will be sent to the whole membership.

### **Coastlines**

- Any member can submit information to the newsletter as long as it is in writing and within published deadlines.
- Coastlines will be published on a bimonthly schedule.
- The Council Chair does not need to write a Chair message for every issue.
- Membership Co-Chair will submit information about new members.
- Information regarding Community Groups will not be included unless directly related to the branch.
- National and State AAUW news will be included if considered important to members.
- Council Chair has final approval for Coastlines prior to printing.
- Coastline editors may have the discretion to edit or publish any submitted material.

### **Calendars**

- Calendar information is posted in the Coastlines Newsletter.
- Event information needs to be sent to the Coastline Editors.
- A one-page calendar is e-mailed on the month Coastlines is not published.

### **Webmaster**

- Any changes, additions and deletions must be submitted to the Webmaster and approved by the Council Chair in addition to the Webmaster.
- Periodic review of the website will be done by the Webmaster and Council Chair.

### **AAUW Directory**

- Membership Co-Chair keeps an Excel spreadsheet with member information.
- This information is provided to the Directory Chair.
- The Nominations Chair provides updated information of Elected and Appointed Positions.
- Directory chair has them printed and is responsible for distribution as follows:
  1. First Council Meeting in September
  2. Various Interest Groups
  3. Remainder are mailed out
  4. New members are sent a copy after application and paid dues are received.

### **Post Office**

- Keys are given to Council Chair, Membership Co-Chair and back-up for Council Chair.

### **Social Secretary**

- Is responsible for sending out personal notes or invitations as requested by the Council Chair.
- Social Secretary to attend all new member events so she can meet them face-to-face.