

SENRUG

MEMBER COMMUNICATION POLICY [updated 2nd July 2008]

The following sets out what the committee strives to do. We are trying to find an acceptable balance between the fact that we are all volunteers with limited time; it is much easier to communicate with members by email (and cheaper too) but also that not everyone has email and can not be reached in this way. So here's what we've come up with. If you do have email and are happy to receive communications from us this way, do ensure our Membership Secretary has your email address. Remember to advise us if you change it!

Type of Information	Who is Responsible For Distributing it?	Committee Members with email	Committee Members without email	Members with email	Members without email	Additional Notes
Forthcoming committee meetings	Secretary	Via email	By phone	Via email	N/a	
Minutes of committee meetings	Secretary	Via email	By hand at next meeting	Via email	N/a	Also on SENRUG website
Forthcoming public meetings	Secretary & Postal Secretary	Via email	By phone	Via email	By post	PLUS poster distribution
Minutes of public meetings	Secretary	Via email	By hand at next meeting	Via email	Available at next public meeting	Also on SENRUG website
Other important events	Secretary & Postal Secretary	Via email	By phone	Via email	By post	PLUS poster distribution
Newsletters	Secretary & Postal Secretary	Via email	By post	Via email	By post - when details of next public meeting mailed out	PLUS copies left at Stations, libraries etc, + on website
Policy Developments	Chairman	Via email	Verbally at next meeting	N/a	N/a	
Welcome Letter to New Joiners	Membership Secretary	N/a	N/a	Via email	By Post	
Annual Renewal Invitation	Membership Secretary & Postal Secretary	Via email	By post	Via email	By post	