

DRAGONS ABREAST AUSTRALIA POLICY REGISTER

POLICY NO. 2/2008 – GROUP EMAIL POLICY

APPROVAL BASIS: Approved by National Executive 4 September 2008

Rationale

Group Email is an essential form of communication for DAA nationally and for DA clubs. All members must consider and respect the DA email network and DA group addresses by using them only for communication on matters directly related to DA business. As email addresses are provided by individuals for the purpose of receiving official information with regard to their membership, it is essential that email addresses are used solely for this purpose.

Many members receive their email at work and others have limited capacity for downloading messages. If the purpose of the group email is abused, the effectiveness of communication will be diluted as members are overwhelmed with too much irrelevant information.

All DA communication must reflect a professional and efficient organisation. Emails regarding DA business must be identified by DA email letterhead and/or official signature.

Emails from DAA and DA member groups must always be written in a courteous and respectful style.

Group Emails should be co-ordinated by the DA group co-ordinator or a designated member of the group, to minimise the number of messages, collate replies, and to provide a clear trail of communication.

It is not appropriate for DA group email addresses to be used for other purposes such as promotions, fund raising for other organisations, chain emails, jokes, cute photos, or lengthy attachments.

DA group email must never be used for confidential discussions of DA business.

Definitions

Group email – refers to an email that is used to communication with the entire membership

Official signature – is defined as the official capacity with which the sender is writing the communication.

DA letterhead – refers to the official email stationary as issued by DAA

DRAGONS ABREAST AUSTRALIA POLICY REGISTER

POLICY NO. 2/2008 – GROUP EMAIL POLICY

APPROVAL BASIS: Approved by National Executive 4 September 2008

Policy Guidelines

- DA communication between member groups should be on DA email letterhead and/or under official signatures and the regional rep should be copied in
- DA email within clubs should be co-ordinated by a designated moderator and circulated on DA letterhead/under DA official signatures
- Any email circulated on DA letterhead should be sighted by the group co-ordinator
- Acceptable emails include all membership matters as well as information and social emails directed to all members as part of their membership
- information about breast cancer and other breast cancer-related activities should be directed to the Coordinator to be passed on appropriately
- Reply All should only be used as requested by the sender
- Delivery and read receipts should not be requested
- Each group should have a contact data base so that members can easily contact each other without using the group email.
- All DA emails should be carefully checked before sending for clarity, structure, layout, language, spelling, recipients and subject matter; ensure that the subject line states what the email is about

Rules

- All national DAA communication to member groups must be on DA email letterhead
- Controversial or confidential matters must be handled very carefully and should not appear as an ongoing discussion on DA letterhead; never send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks.