

W3NA

Communications Committee

Policies and Procedures

1/11/2015

1. The Communications Committee shall be responsible for creating & maintaining a **W3NA email list** of people who have given their email address to W3NA and asked to be kept informed about the activities of the Alliance. The email list shall be private so that only members of the list can send email to the list or read email sent to the list, without email addresses being shared. The **SA** (see # 5) shall read all email sent to the list and shall be responsible for maintaining a civil and polite tone. If a discussion becomes contentious, the **SA** shall request that the topic be dropped. If a member sends an inappropriate email, or continues to post on a topic that has been dropped, their membership shall be set so that future messages from them are reviewed before being sent.
2. The Communications Committee shall be responsible for creating & maintaining a **W3NA Facebook page** and keeping it current on a weekly basis. Meeting and event announcements should be posted at least monthly. The page may also be used to share community events and announcements from other neighborhoods and organizations in Ward 3 that may be a resource for W3NA members.
3. The Communications Committee shall be responsible for creating & maintaining a **W3NA Twitter account** that will coincide with the announcements posted on the W3NA Facebook page.
4. The Communications Committee shall be responsible for creating & maintaining a **W3NA website**. The website shall be reviewed and updated monthly, with all links checked for accuracy at least twice a year.
5. At least one member of the Communications Committee shall be **Site Administrator (SA)** for each of the four W3NA methods of communication described above, and the W3NA Board shall be informed as to who they are. These individuals shall seek, discuss and consider the advice of the other members of the Communications Committee and the Board of W3NA.

6. The W3NA Facebook page, the W3NA Twitter account, and the W3NA website shall not be used to express the personal views of any W3NA site administrator, W3NA Communications Committee member, or W3NA Board member.
7. There shall be a member or members of the Communications Committee designated to distribute information from the Program Committee as follows: (1) to publish announcements prior to each monthly Program, (2) to publish the summary of each Program after it has been held, and (3) to send invitations to join the W3NA email list to Program attendees who are not yet members.