

GNOA Communication Guidelines

Approved: November 19, 2014

Purpose:

To streamline communication and verify information is relevant to the archival community. Many subscribers on the email list are not active members and it is important for the GNOA to establish consistent and appropriate protocols for communicating with the archival community.

Website

The website is the public face of the GNOA. The only information posted on it must directly relate to the organization: The archives directory, organizational information such as updates regarding new collections and personnel changes, and information related to regional workshops and conferences. Information for website posting should **not** be time sensitive.

All potential posts should be sent to the President for approval and the President will direct the information to the Webmaster. The Webmaster can be contacted directly for any typographical errors and corrections.

Email

The President, Treasurer and Secretary should all periodically check gnoarchivists@gmail.com. Emails about specific topics or issues should be forwarded to the relevant executive member. For example the Paypal account will send an email notification when someone pays their dues- these emails have to be forwarded to the Treasurer.

Emails sent to the group will be for time sensitive information such as archival projects and job openings only. When possible, multiple posts will be gathered and sent out grouped in a single email. All emails will be sent as a blind (bcc) communication.

Please note the GNOA email is not checked routinely. If the information is short-notice you may have to contact the Secretary directly. If the Secretary is unable to respond, the Treasurer and/or President should be contacted.

Minutes

Draft minutes are tentatively reviewed by the Executive Committee then distributed to the group in advance of the subsequent meeting.