



C/O Central Michigan University
Health Professions Building 2219
Mt. Pleasant, MI 48859

GLC-SOPHE Communication Policy

July 2015

This policy provides guidance for GLC-SOPHE's email and traditional mail communication in order to streamline GLC SOPHE's communications to and from general membership.

Objective

To share pertinent or relevant public health information with GLC-SOPHE members, students, and other health professionals.

Message Development

Content will be shared from other reputable public health sources, local health departments, universities, and National SOPHE. Original content will be drafted by Members At Large and/or Executive Board. Members can also submit content to the E-Board for review and posting.

Administrators

Executive Board

Procedures

- **General Email Account (glcsophe@gmail.com):**
 - When a general member, executive board member, outside organizations or committees have information that they would like to be communicated to the GLC-SOPHE membership, it must be submitted to the current Secretary.
 - The Secretary will determine the most appropriate method of communication: mass email, social media postings (see Social Media Policy), newsletter article, etc.
 - The Secretary will arrange the information into a consistent, readable format.
 - The Secretary will present any "questionable" or controversial material to the rest of the executive board electronically for approval.
 - The Secretary does not have to present information on the following for pre-approval: job openings, educational opportunities, or National SOPHE news.
 - The Secretary will check the email twice each week. In the event that the Secretary temporarily cannot fulfill this obligation (vacation, leave of absence, etc.) the Members-at-Large will serve as backup for checking/responding to email. The Secretary will notify the Members-at-Large of an extended leave of absence.
 - All-membership emails will be sent as a blind carbon copy (BCC) and released from the Chapter's email as needed by the Secretary.
 - An email history of two year plus the current calendar year will be kept for historical records. Any email communication older than that shall be deleted.



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- **Conference Email Account (glcsopheconference@gmail.com):**
 - The GLC-SOPHE Conference Planning Committee shall keep a separate email account. This email account will be managed by the Co-Vice Presidents.
 - This email account will be used to send and receive communications related to annual conference planning items.
 - General Membership email addresses will be used from the membership roster and the general GLC-SOPHE email account.
- **Postal mail:**
 - Postal mail consists of one annual membership renewal mailing (typically sent in the fall) and additional mailings as needed and approved by the Executive Board.
- **Newsletters:**
 - A newsletter will be released from the Chapter's email account quarterly by the Secretary.
 - Members-at-Large are responsible for the newsletter content and development and provide the Secretary with the final version to send to membership.

- **Security:**

Passwords will be updated annually by the incoming President. The President will provide a handout with account login information and updated passwords to all board members at the transitional board meeting (typically held in January). Social media or other account admins will also be changed at the transitional meeting and during the year as needed.

Administrators are not to publish, post, or release any information that is considered confidential or not public, including unauthorized photos. If there are questions about what is considered confidential, administrators should check with the Executive Board.

Approved xx/xx/xx