

DAD Guidelines for use of e-mail

DO use e-mail to:

- disseminate information. Keep messages short and specific.
- publicize events
- recruit volunteers for DAD events
- thank members and share good news

Do NOT use e-mail:

- to express concerns or engage in debate. The absence of facial expressions and voice inflections can produce painful results.
- as a substitute for face-to-face conversation and group discussions.
- to solicit feedback from members. E-mail can inadvertently promote distortion of information and indiscriminate venting.

In an effort to curtail abusive and harsh e-mails to any member, and to maintain the positive, productive attitude of those who volunteer on behalf of the club, the following policy has been voted on by the board and approved for addition to the e-mail policy:

Receipt of a harshly worded, accusatory and/or abusive e-mail may result in the immediate suspension of privileges or expulsion of the member sending the e-mail. The following standard response will be sent:

I/we have received your recent e-mail. Because of the harsh tone and inappropriate nature of the content, no further reply will be sent. Should you wish to discuss this issue, please contact me or the appropriate committee chair by phone.

Members who have specific issues of concern are asked to contact the appropriate board member or committee chair by phone to discuss the issue. If a member receives an abusive e-mail, the recipient should contact a board member.

Revised 7/28/08

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