

# GENEALOGICAL SOCIETY OF SOUTH WHIDBEY ISLAND



## *GSSWI Policy for Communication to the Membership*

**GSSWI has three avenues of communicating with its membership:**

1. Our **website** gives reliable information about GSSWI 24 hours, 7 days a week: Membership info; Schedule of programs & activities; Directions; Our seminar; Resources including our library, surname lists, & publications; Genealogical links; & GSSWI history & bylaws. The website contains the GSSWI *official* information.
2. Our **newsletter** is distributed by e-mail only to members. It contains *new* information related to genealogy or to GSSWI. Its purpose is to *update* members on the latest genealogy news, interesting articles, book & program reviews, to announce upcoming seminars, special programs, trips etc, and direct readers attention to certain GSSWI areas. We use the newsletter to *contact* our membership.
3. Our distribution list allows the Director of Membership to contact each member with two types of **e-mails**. One - Notifications that essentially bring the schedule information for that month *from* our GSSWI website *to* our members as a reminder of the program and activities. Two - Notifications of important, time-sensitive information that is too late for the newsletter. We use the distribution list for monthly program-&-schedule *notifications and emergencies*.

### **E-mails:**

1. We must be considerate of members' privacy, such as using a blind carbon copy when sending e-mail messages so that e-mail addresses are not visible to all if someone forwards a message outside GSSWI.
2. In keeping with our educational purpose, the Board decided in 2007 that our distribution list would definitely *not* be used for solicitation purposes.
3. In 2009 the Board decided to send out information via e-mail if a natural disaster strikes one of our members and the victim agrees to it.

### **Monthly Programs:**

In 2009, the Board decided to limit time used at the beginning of monthly programs to less than 15 minutes, out of courtesy for the speaker. This time would include a welcome, a moment of mirth (optional), and sign-ups for refreshments & field trips. Door Prizes and announcements will be handled *after* the speaker concludes. Announcements made after the program do not reach the entire membership, so it is *better* to make announcements and requests for help in the newsletter.

### **Cards:**

The Board decided the secretary would send condolence cards to surviving *members* for the death of a spouse. Other recognition would be verbal or in the newsletter.