

# SJSU Emeritus and Retired Faculty Association

## Communication Guidelines

These guidelines are intended to help the Executive Board and members with respect to communication to and from each other. In general, whenever possible, communication will be conducted electronically. In cases where members are unable to receive information electronically, the Executive Board will make arrangements to provide information (e.g., newsletters, call for membership renewal) in print form.

### **ERFA members Group Email List**

This list is used for ERFA, CSU ERFSA, CSU and SJSU information/news that would be of interest to members. All ERFA members may post to the list. Messages should pertain to ERFA business rather than convey personal or otherwise unrelated content. In the event a member uses the list inappropriately, a board member (list owner or manager) will contact the individual who posts information that does not adhere to the purpose of the list and advise them not to continue to distribute such information. In egregious circumstances, the individual's posting privilege will be removed from the distribution list. In situations where an individual is unsure if their content is acceptable to distribute, they can confer with the ERFA president prior to posting. In situations where a member would like to convey information about their projects/activities, that person can send a notice for publication in the ERFA newsletter.

Note: The database person from the membership committee is the person who maintains the list.

Membership Renewals: A first renewal reminder is sent to all on the group email list. A second renew reminder is sent electronically to members who did not renew following the first reminder. A third reminder is sent through regular mail in print to remaining members who have not yet renewed their membership

### **ERFA Executive Board Email List**

This list is used by Executive Board members to communicate information pertinent to the board's work. Only Executive Board members may post to the list. In the event a board member distributes inappropriate information, the President will contact that person and advise them not to continue to distribute such information.

Established: 03/07/22

Updated: 04/1/24