



EPNC Communications Policy and Procedures

Proposed By: David Arterburn, EPNC President and Patti Brown, VP, Communications

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This policy and procedures apply to all communications between the Board of Directors and Interest Group Leaders with the EPNC general membership using email, text and social media platforms. All EPNC communications whether by email, SMS text message or on the EPNC Facebook shall be focused on the activities of the organization and its members and be non-partisan and non-sectarian

Email Correspondence

Approval of all email correspondence to the EPNC general membership shall be approved by the EPNC President or VP, Communications only. Other Board Members, Interest Group Leaders must submit email communications to the VP, Communications to send to the general membership.

The VP, Communications will maintain an EPNC general membership email distribution that is derived and developed from the VP, Membership's database that includes individual members choice as to whether they desire to receive such correspondence.

All general membership's emails shall not be visible within the email and made generally available to the entire membership when the Board is corresponding to the general membership.

The Board will limit communications to the general membership to News Notes and Newsletter bi-monthly and to the greatest extent possible, consolidate correspondence from the Board and Interest Group Leaders into these two monthly emails. The President and VP, Communications has the discretion to send additional email communications to the general membership when deemed appropriate. Any additional email correspondence should be the exception and not become a recurring practice.

With Board approval, the VP, Communications may announce external activities of the Club with external agencies to promote EPNC events, special events, interest group activities and/or approved community service activities.

EPNC Text Messaging

The Board has recently purchased a monthly subscription to a messaging system that is able to send text messages to the general membership to alert them to cancellations of events, upcoming events and other specific items of interest that are time sensitive or of importance to the Club.

The monthly subscription provides the ability to send three messages per month to the general membership. The VP, Communications may send additional texts but must report the number of texts over three to the Board at the next Board meeting.



The VP, Communication will include in each text message the ability to “Opt-Out” of receiving text messages from the EPNC Board. Members that Opt-Out from text messages cannot be easily added back into the text messaging service and must coordinate such a change directly with the VP, Communications via email.

EPNC Facebook Page

The VP, Communications shall maintain the EPNC Facebook page that is exclusive to the EPNC membership which includes alumni, graduates and active members. Prospective members will not gain access to the Facebook page until they become active members. The EPNC Board reserves the right to purge members from its Facebook page should the number of individuals on the page become disruptive to the operation of the Club.

The VP, Communications shall maintain the Board approved Facebook policy specific to the EPNC Facebook page and will maintain and share the login and password of the Facebook page with the VP, Technology. The EPNC Facebook Policy shall be reviewed by the VP, Communications and the members of the Communications Committee annually. Changes to the EPNC Facebook Policy shall be presented to the Board by the VP, Communications and approved by the Board.

The VP, Communications shall assign administrators to approve all posts to the Facebook page to verify they are consistent with the EPNC Facebook policy.

The EPNC Board, Interest Group Leaders and the General Membership are encouraged to post on the EPNC Facebook Page to promote the activities and events of the Club.