

Hotchkiss Community Chamber of Commerce Communications Policy

The Hotchkiss Community Chamber of Commerce will communicate with its members and other interested parties in the course of its day-to-day operations. Communications will be handled within the following guidelines.

- 1) The Chamber will announce, by email, to its members and other interested parties, all planned Chamber events and meetings. Announcement of meetings will be sent in as timely a manner as possible.
- 2) The Chamber will post Board Meeting minutes on the Hotchkiss Community Chamber of Commerce website www.hotchkisschamber.com after approval by the Board; and notify, by email, its members and other interested parties of availability on the website.
- 3) The Chamber will mail, by U.S. Postal Service, the minutes of any Board meeting, on an opt-in basis, to members without email.
- 4) The Chamber will honor any opt-out request by members regarding email communication (i.e., minutes, events, other meetings, etc.)

Requests for Chamber contact list.

- 1) The Chamber will supply, at no charge, an electronic copy of the Chamber's mailing list, in Excel spreadsheet format, to any Chamber member. Lists will not be available to non-members without unanimous consent of the Chamber Board.
- 2) The Chamber will NEVER provide the email addresses of any member.
- 3) The Chamber, when disseminating information, notices, minutes or any other communication, will not incorporate member email addresses in a broadcast email in a manner in which any recipient email address is visible.

Dissemination of information by the Chamber.

The Chamber will distribute by email to its members and interested parties, a weekly email.

Members requesting the dissemination of information will be accommodated unless the Chamber Communications Secretary, or the Chamber Board, deems the message inappropriate or contrary to the Chamber's by-laws.

Information disseminated in the weekly email will be included based on the following criteria:

- 1) Chamber administrative information.
- 2) Chamber membership information.
- 3) Special events.
- 4) Number of times previously included.
- 5) Deadline for submissions: Noon Mondays.
- 6) Submitted information will be edited to fit the weekly email format.
- 7) Photo submissions (new photos or member logo) accompanying requests may or may not be included, due to space and time limitations. Image requirements: jpg format, 100kb or less, no larger than 500 by 300 pixels.
- 8) Weekly email length limited to equivalent of a two-page word doc.

Preferred information and format for submitting dissemination requests to chamberinfo@hotchkisschamber.com :

- Event name.
- Event date and time.
- Member name.
- Location of event.
- Short description of event.
- Contact phone number, website link, and/or email address.
- Name/s of person and member entity submitting request.
- Optional photograph or logo.

Informational emails received by the Chamber which do not include a specific request for the Chamber to share with its membership may be deleted without dissemination, whether member or non-member.

Information or notices submitted by non-members will be considered for dissemination in relation to their relevance to the interests of the Chamber or its members.