

Communications Chairperson

Manual of Procedures

Communications consists of answering and forwarding email as needed, forwarding email blasts as needed, and creating and emailing monthly High Notes.

Answering and Forwarding emails:

- Check jaxmta@gmail.com on a daily basis, and no less than every other day.
- Respond to all emails within 48 hours of receiving them.
- Keep password in a safe place. JMTA President should know the password at all times. Password changes may not be made without approval/knowledge of JTMA President.
- Keep current list of all Board and Committee Chairpersons and their contact information so you can forward emails to the appropriate person.
- When forwarding emails, respond to the original email telling them you are forwarding it to “Name”, and include as the recipient the JMTA contact person to whom you are forwarding the email. This way the original person will know from whom to expect a reply and follow up appropriately if needed.

Email Blasts:

- Forward email blasts to email group list “Current Members”
- Email blasts should be forwarded within 48 hours of receiving
- Before forwarding, change the subject line to reflect the subject of the blast, if needed. Also include a statement at the top of the body of the email specifying that replies should be sent to the contact person, not back to jaxmta@gmail.com. Include contact person’s name and email in this statement. If replies do come back to jaxmta@gmail.com anyway, please forward to the appropriate person.

High Notes:

- High Notes are distributed by email only, on the 1st of each month, excluding June, July, August, and December.
- High Notes submissions are received by email to jaxmta@gmail.com by the 20th of the month prior to distribution.
- Late submissions may be included on the next High Notes, or sent as an email blast if the material is time-sensitive.
- Each issue of the High Notes should include the following information (in this order):
 - Volume and Number. Volume increases by one each year (in September), and each month is numbered starting with 1 in September.
 - *Example:*
 - Year One, September issue is Vol. 1, No. 1.
 - Year One, May issue is Vol. 1, No. 8 (skipping December).
 - Year Two, September issue is Vol. 2, No. 1.
 - Information about that month's meeting, including time, place, date, and description. This information will be sent to you by the Program Chairperson.
 - President's Pen. This will be sent to you by the JMTA President.
 - Minutes from last General Meeting. This will be sent to you by the Recording Secretary. Minutes from the District IV Meetings are not generally included in the High Notes, so the High Notes in the month following the District Meeting may not include minutes. However, if the District Meeting minutes are sent to you, you may include them.
 - Any other information from any other Committee Chairpersons that was sent in.
 - Calendar of Events. You will procure this information from the calendar on the website, jaxmta.org.
 - Statement at bottom of High Notes giving information on when and where to send High Notes submissions.

- High Notes can be made using whatever word processing program you prefer. High Notes should be saved as a PDF before distributing for ease of reading across all platforms. PDF should include clickable links where appropriate. Refer to your word processing help manual for information on how to make clickable links.
- When emailing, cut and paste the entire High Notes in the body of the email. Also attach the PDF file. Attach any other items that may be relevant to that month's High Notes, i.e., Scholarship Application. These attachments would have been sent to you by the corresponding Committee Chairperson when they sent in their submission.

Email Protocol:

- Each email sent from jaxmta@gmail.com will include a pre-written signature. Do not alter this signature without approval/knowledge of JMTA President.
- If, at any time, an email is received where the person asks to be removed from the mailing list, find their name in the Contacts, un-label them as "Current Members" and re-label them as "Do Not Email." Reply back that they have been removed from the mailing list, and will stay that way unless they ask to be reinstated.
- Make sure that if you receive new or updated email addresses for any member from the Membership Chair or another JMTA member, that you do not add them to "Current Members" if they are listed under "Do Not Email."
- If, at any time, a person asks to be added to the mailing list, first verify with the Membership Chair that they are a current member. If so, they may be added immediately. If not, let them know they need to be a current JMTA member to receive our emails. If they were previously listed under "Do Not Email", remove that label, and add "Current Members" label.

