



# CVMTA Policies ♪

2006-4-28

## **CVMTA E-mail list use:**

presented and adopted at the CVMTA meeting April 28, 2006

These are the guidelines which will govern our use of the groups' e-mail list. Members agree that:

1. All CVMTA members are eligible to receive info from, or post to, the group's e-mail list.
2. These guidelines pertain only to e-mail's being sent to CVMTA as a whole.
3. To post directly to the group please use "Bcc" only so that addresses are not disclosed.
4. Remember to always include "to CVMTA" in the subject line so that recipients know this is a post to the group. You may also send your message to ANN or Trisha with "pls fwd to CVMTA" as part of the subject line.
5. Appropriate posts include:
  - meeting information re: CVMTA events, (workshops, pianofest, recitals, bursaries, etc.)
  - instruments for sale or wanted, etc.
  - requests for music, accompanists, etc.
  - concert information, if it involves CVMTA member or their students, or would be of particular interest to them.
  - useful information of general interest, such as links to relevant musical web sites
  - occasional personal announcements (such as babies born, illnesses, deaths) Please use discretion, particularly if your announcement is about someone else, Are there privacy issues involved? Has the person given approval for the announcement? When in doubt: Would you make this announcement out loud at the group meeting? If not, it probably shouldn't be posted to the group.
6. Inappropriate posts:
  - political opinions,
  - petitions, chain letters, jokes, general "forwards", etc.
  - matters requiring consultation at the group level - these should be forwarded to Ann for the agenda.

## **The Cowichan Valley Music Teachers Association is online:**

For policies, programs, membership or "find a teacher" or their phone number go to [www.cowichanmusicteachers.com](http://www.cowichanmusicteachers.com)