

District 15 Policy on Email Lists

With the prevalent use of email as a communications medium, comes the responsibility of any organization to clarify how email will be handled within official organizational use. This policy is intended to clarify the rules that Toastmasters District 15 will observe in the use of email as a means of disseminating information to large groups of individuals within the district. It is intended to balance the need for efficient, large scale communications against the need to protect the privacy of members.

As part of their duties, Division and Area Governors may also use lists of email addresses within their respective responsibilities. The same rules that apply to the District as a whole shall apply to Division and Area mail lists.

1. Mail lists may be compiled from the official contact lists provided to District 15 by Toastmasters International. Email addresses on this list will be filtered to remove obvious errors and to excluded the email addresses of individuals who have expressed a desire to be removed from future mailings.
2. Mail lists will be used for official information releases only, and will never be sold, shared or disseminated outside of the official District 15 channels. In the event that a mail list has been released outside of these channels, the District shall make a reasonable effort to notify every member of the mail list the details of the release.
3. Individuals who have been added to a mailing list must be notified that they have been added to the list. This notification must include as a minimum:
 - a) The name of the mail list
 - b) The purpose of the mail list
 - c) The mail list owner and contact information
 - d) The expected frequency of mail sends
 - e) A request for user acceptance by subscription (opt-in)
 - f) Instructions to unsubscribe from the list
4. Every mailing shall include clear instructions to unsubscribe from the list to prevent future mailings.
5. Every mailing shall include the email and physical contact information for the mail list owner.
6. Every mailing shall include the date of the mailing, and the date of the most recent proceeding mailing. This is to ensure that mail frequency constraints are observed.

A District 15 Mail Manager shall be appointed by the District Governor to monitor and enforce the District 15 Email Policy. The Mail Manager shall monitor the mail account abuse@district15speaks.org and consult with the District Governor, Lt. Governor of Education and Training, and the Lt. Governor of Marketing for management actions concerning mail policy violations.

We ask that the members of District 15 Toastmasters trust us with judicious use of their private email addresses. This is a trust that absolutely must never be violated and as District leaders, we must hold ourselves accountable to our members at all times that we are indeed trustworthy and that we will serve them faithfully.