



0 Committee of Management Communications – Policy

The SpringDale Neighbourhood Centre has built its reputation on open and honest communication. This policy sets out how eMail is used to communicate between Committee of Management (COM) members. This policy assumes that all COM members have access to eMail at home.

For those without home computer access, such access can be arranged via the Public access computer(s) at SpringDale.

Policy

- Internal eMail (between COM members) must always be circulated to all members as per the latest contact information sheet.
- Internal eMails between COM members form part of the governance records of Springdale and should be held electronically (and securely backed up). They do not need to be printed or tabled at a COM meeting.
- Inward external eMail (from another party to the COM), should be via office@springdale.org.au and if not, then a copy should be forwarded to this address by the first recipient. These eMails form part of the inward correspondence at the next COM meeting.
- Outward external eMail (to another party from the COM), must be from the COM secretary.
- Urgent COM decisions can be made via eMail (Circular Resolution) between meetings, provided:
 - Notice is given on the originating eMail of the decision time which must be no shorter than 36hrs.
 - The eMail should be accompanied with relevant background information as attachments
 - Normal rules of quorum and minimum numbers apply.
 - The motion and the results of voting on these matters will be included with the minutes of the next COM meeting.
- Minutes to be circulated within 7 working days of the COM meeting.
- Confirmation of minutes - at the next COM meeting, each page must be initialled, as well as the final page being signed and dated by the President and filed with SpringDale COM meeting records.
- Co-ordinator & Treasurer reports and a report from each subcommittee are to be in the hands of COM members at least 5 days before a meeting.
- Paper sets of reports can be obtained from the office on request with 1 working day's notice.