

BOMA Orlando Communications Policy

In an effort to respect the privacy of our members and maintain the professionalism of our association, the Board of Directors would like to incorporate a communications policy into the policy and procedures guidelines of the association. The policy is outlined below:

Reasons for implementing:

- maintain privacy of members emails (all emails from BOMA office are always sent blind copied to insure that emails are not forwarded to non-BOMA members)
- maintain accurate and complete information in communications
- comply with any legal language required
- maintain professionalism in regards to content and presentation of communications
- assurance that only BOMA related information is being communicated.

The policy:

The communication process for BOMA members (email/snail mail) is intended to communicate BOMA-related activities and information that are deemed of value or interest to members. All communications sent to the entire membership need to be sent out from the BOMA office to insure the above issues (privacy, accuracy/completion, legal compliance, professionalism and BOMA related info) are addressed. Under no circumstances should BOMA communication process be used to distribute notices regarding activities of other organizations (unless jointly BOMA sponsored or approved). In emergency situations where a message needs to be sent outside the above stated parameters, the executive committee or President will make a decision on a case by case basis.

How this affects members:

As members, you are still permitted to use the member directory *as you choose* providing YOU are the only one accessing the list. This is a member benefit, please do not abuse. Communications would be originating from YOUR business address not BOMA's.

Thank you for complying with this policy. We want to continue having BOMA Orlando uphold the highest professional standards so that our association continues to thrive in the future.

Adopted May 14, 2009