

Communication Protocol for MTL Skiers

The purpose of this protocol is to provide guidelines to MTL Membership concerning how communication procedures are completed within the MTL Skiers club. In all cases, the person requesting the information to be sent out/printed, is responsible for the accuracy and completeness of said information.

Future (several months in the future) events are announced at club meetings, in the newsletter and on the website. The announcement in the Sunday Squalls would be when the event is first announced, and two-three weeks before a deadline for sign up or travel. In all cases, an URL will be posted along with basic information, so individuals have a link if they wish further information on said event.

eBlast: Last minute changes/cancellation of a club activity or cheer information are e-mailed to club membership as they occur. The newsletter is also sent via an eBlast. Contact Pat Moore, to have an eBlast sent. webmaster@mtlski.com

Newsletter: Information about activities past and future are posted in the monthly newsletter, which is forwarded to the membership via an eBlast and posted on our website. Please email all Newsletter sub-missions by the third Wednesday of the month to irene_murray@sbcglobal.net

Sunday Squall: This e-mail will be sent every Sunday evening with information about upcoming activities for the following 2-3 weeks, and will also include any changes to the information already posted. All Sunday Squalls will contain the basic information of the event, with an URL sending readers to a place with detailed, more in depth information. Send information to Wayne Cormier not later than Friday noon, prior to the Sunday the Squall's are sent. wayne06237@gmail.com

Activity/Event leaders are encouraged to inform Wayne as soon as you have a firm date/schedule for your event. CC the Sunday Squall editor when you send information about an activity/event to the newsletter.

Website: All information (past, present & future) and all past pictures, pertaining to MTL Skiers and their activities are posted on our website <http://www.mtlski.com/> . The information inserted into this website is by Pat Moore, with at least a 48 hour notice... webmaster@mtlski.com

In all cases we welcome suggestions on improving communications to the MTL Skiers...club membership.