



Communication Policy

Communications Lead

The MBB-LA Communications Lead is responsible for working collaboratively with the Leadership Team and for monitoring, maintaining, updating, and distributing communications to the MBB-LA contact list.

Email Schedule:

- **First weekend of the month:** Minutes from the previous month's meeting will be distributed along with the date and time for the next meeting.
- **Second weekend of the month:** Announcements and involvement opportunities will be distributed along with a meeting reminder.
- **Third weekend of the month (MBB-LA Regional Group meeting):** A meeting reminder will be distributed the night before the meeting.
- **Fourth weekend of the month:** Announcements and involvement opportunities will be distributed.
- **Fifth weekend of the month (if applicable):** Announcements and involvement opportunities will be distributed.

Emails sent outside of this schedule is left to the Communication Lead's discretion.

Email Use

All emails on the MBB-LA contact list are stored in MBBI's network via Neon CRM. Communications to the MBB-LA contact list will be conducted by the MBB-LA Leadership Team and MBBI staff via Neon. As a Regional Group, MBB-LA will not distribute this contact list to partners, members, or outside organizations for any purpose. The MBB-LA Regional Group cannot be held responsible for MBBI's or Neon's use of emails. Please review Neon's and MBBI's email storage and contact policies on their respective websites for further information.

Announcement Submission Guidelines

Who may submit announcement requests?

MBB-LA only accepts announcement requests from Active Members and event partners. Active members must follow the policy listed below for their announcement to be distributed to the MBB-LA contact list. For event partners, distribution must be determined prior to signing the event contract.



Mediators Beyond Borders

INTERNATIONAL
Los Angeles

What announcements are accepted?

Only announcements relevant to the work, mission, and vision of MBBI and MBB-LA will be accepted for distribution. Any announcement or event that is deemed inappropriate, offensive, or contrary to the mission or vision statements will not be accepted.

How is an announcement request submitted?

Announcement requests must be submitted to LosAngeles@MediatorsBeyondBorders.org a minimum of one full weekend (Friday evening - Sunday night) prior to the desired weekend for distribution. Email submissions must include a list of all desired weekend(s) for distribution and a completed announcement attached. Content of announcement must be clear, succinct before submission. The Communications Lead can reject an announcement that is not edited to be clear and succinct. Additionally, the Communications Lead is not responsible for editing, reformatting, or finalizing any member email requests.

A complete announcement must be submitted in either a Word Office Document or JPG file type with the full text, formatting, and wording. The word count may not exceed 200.

When will announcements be distributed?

Submit announcements to be distributed during the second, fourth, and fifth weekends of the month. Please plan your announcement requests accordingly.

What if there are last-minute changes or emergency updates?

In the case of an emergency notice or last minute alteration, Event Leaders or MBB-LA Regional Group Members may notify the Communications Lead via email of the situation. In the email, include a requested date to distribute the notice and a new announcement Doc or JPG file with the updated information. In such circumstances, the Communications Lead cannot guarantee that the information will be distributed when requested.

Event Notices and Partnerships

Event notices will be distributed on the second, fourth, and fifth weekends of the month prior to and during the month of the event. Two additional emails will be distributed the week of the event. A complete schedule with these dates and any additionally requested dates for email announcements must be written out and agreed to in the *Event Contract*. Any additional emails requested outside of the dates listed in the Event Contract are subject to the last-minute changes/emergency updates protocol described above.

The Communications Lead will not be responsible for following up on scheduled distribution dates. If distribution content is not received by the appropriate date, the Communications Lead cannot be responsible for ensuring the content is distributed.

Email content for event partners are subject to the same protocols described in the Announcement Submission Guidelines above.