

Communication Policy

The responsibility of the Communications Officer of the Mediators Beyond Borders International—Los Angeles Regional Group (MBB—LA) is to work collaboratively with the Group’s Leadership Team to monitor, maintain, update, and distribute communications to the Group’s contact list.

Email Schedule

- **1st weekend of the month:** Distribute minutes from the previous month’s meeting along with the date and time for the next meeting.
- **2nd weekend of the month:** Distribute announcements and involvement opportunities along with a meeting reminder.
- **3rd weekend of the month** (MBBI—LA Regional Group meeting): Send a meeting reminder.
- **4th weekend of the month:** Send announcements and involvement opportunities.
- **5th weekend of the month** (if applicable): Send announcements and involvement opportunities.

Emails sent outside of this schedule is per the Communications Officer’s discretion.

Announcement Submission Guidelines

Who may submit announcement requests?

The MBBI—LA Regional Group only accepts announcement requests from active members and event partners. Active members must follow the policy listed below for their announcement distribution requests. For event partners, the distribution must be determined prior to the signing of the event contract.

What kind of announcements to submit?

The MBBI—LA Regional Group accepts only the announcements that are relevant to the work, mission, and vision of MBBI and MBBI—LA. Any announcement or event that deemed inappropriate, offensive, or contrary to the mission or vision statements will not receive consideration.

How to submit an announcement request?

Email announcement requests 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. The content of the announcement must be clear, succinct before submission. The Communications Officer may reject an announcement deemed unclear nor

succinct. Additionally, the Communications Officer is not responsible for editing, reformatting, or finalizing any member email requests.

A complete announcement must be 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 MBBI—LA distribute announcements?

The MBBI—LA Regional Group will distribute approved announcements 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 a last-minute alteration, Event Leaders or MBBI—LA Regional Group members may notify the Communications Officer via email of the situation. In this email, please include a requested date to distribute the notice and a new announcement document(s) in a Word Office Document or JPG file with the updated information.

In such circumstances, however, the Communications Officer cannot guarantee the Group's ability to redistribute the updated information when requested.

Event Notices and Partnerships

The MBBI—LA Regional Group will distribute events notices on the second, fourth, and fifth weekends of the month prior to and during the month of the event. Further, it will send two additional emails on the week of the event.

A complete schedule with these dates and any additionally requested dates for email announcements must be in writing and agreed upon 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 Officer will not be responsible for following up on scheduled distribution dates. If the Communications Officer did not receive the distribution content by the appropriate date, s/he cannot guarantee the Group's ability to distribute the information when requested.

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