

Communication Policy for Interest Groups, Committees, and Clubs

Note: All events communicated via email, Google+, Facebook, and/or the IG Calendar must be submitted to the university's risk management process.

Google+ and IG Calendar

- Google+ communities are the preferred means of communication as they allow individuals to manage email notifications according to their interests and preferences.
- Interest Groups and Committees may also add their events to the Google Calendar, which is shared with all McMaster Medical students and provides a concise summary of upcoming events.
- The general Google+ class communities are open to all McMaster Medical students for posting, not only those who represent an Interest Group or Committee.

Class-wide Emails

- Class-wide emails will only be sent out if they are of interest to the entire class and not well served by other means of communication (particularly Google+ and the Google Calendar).
 - See the second page for a list of subjects that generally do not qualify for an email.
- Requests for these emails should be sent to the VP Communications and the MMSC President by email with a brief explanation of why they concern the entire class.
 - The President and the VP Communications will then follow the MMSC Internal Policy for Class-wide Emails.

MMSC Internal Policy for Class-wide Emails

All mass email communications sent out by the MMSC (with the exception of the OMSA/CFMS Biweekly Communiqués) must be approved by:

- 1) The VP Communications *or* the President, if the message is from one of the MMSC members acting routinely in the capacity of their role.
- 2) The VP Communications *and* the President, if the message is from one of the MMSC members but involves circumstances beyond that of standard communications.
- 3) The VP Communications *and* the President, if the message originates from outside of the MMSC.

In cases of dispute or controversy, the MMSC will take a vote on whether or not to send out a particular message to the class.

Sending of Emails

As per the MMSC constitution, mass email communications can only be sent out by:

- 1) The President.
- 2) The VP Communications, as designated by the President.
- 3) The VP External, only to distribute the CFMS/OMSA biweekly communique.

Email Contents

Mass email communications must be:

- 1) Clear and concise.
- 2) Professional and appropriate.
- 3) Sent with all recipients BCC'ed.

Topics For Which Emails Will Not Be Sent

As per above, the MMSC's general policy is that most events/announcements are better suited to be communicated by Google+ and the events calendar than by email. The following categories of announcements are considered to be well handled by Google+ and the calendar, and will therefore not be sent out by email:

- Routine Interest Group announcements, events, and meetings (e.g., weekly Journal Club meetings)
- Emails related to Clubs (please create a Google+ community for announcements and events)
- Classified advertisements (e.g., textbook sales or requests, looking for roommates, etc.)