

## **Alliance for Trail Vehicles of Maine**

### **COMMUNICATION POLICY**

**The purpose of this policy is to coordinate information received by ATV Maine clubs, to assure completeness and accuracy of the information, and to assure that the ATV Maine Executive Board of Directors are aware of all communication distributed to member clubs.**

**All information to ATV Maine clubs concerning ATV Maine business, ATV Maine committees, legislative information, etc., must be approved by the ATV Maine President, ATV Maine Vice President, or ATV Maine Executive Director before sending.**

**All mail and email correspondence to ATV Maine clubs should be sent by the ATV Maine Business Manager; or the ATV Maine Secretary in their absence.**

**All information concerning ATV club events, announcements, flyers, and newsletters from other organizations, such as the Blue Ribbon Coalition, will be forwarded to ATV Maine clubs by the ATV Maine Business Manager and posted on the website.**

**The ATV Maine Business Manager will attempt to keep a complete address list and email list of appropriate recipients of ATV Maine club communication. Most communication to ATV Maine member clubs will be through the use of email and posted on the website.**