

SAVIR POLICIES AND PROCEDURES

CODE: Board 01 08

UNIT: Board

APPROVED ON: May 7, 2008

TITLE: SAVIR Member Contact Policies

POLICY STATEMENT: SAVIR is to keep members informed with timely and important information about the injury prevention research community and advocacy. The following policy outlines general guidelines for contacting SAVIR membership about advocacy activities, upcoming activities, important dates, or to provide timely information about injury research. The guiding principle is to provide relevant information without unduly burdening members with paper mailings and emails.

General Member Contacts:

PROCEDURES

1. **Action:** Mass emails to SAVIR members. While email is the most efficient method to reach SAVIR membership, an overabundance of SAVIR emails will eventually lead to less attention to each one. We thus limit mass member emails to the following:
 - a. SAVIR activities and updates (these are specifically related to SAVIR activities conducted by the Board or SAVIR committees).
 - b. SAVIR Advocacy Alerts: these alerts are developed by the Advocacy Committee and will be sent by the webmaster.
 - c. Outside activities or information that is directly related to injury prevention research and is either
 - i. Important information that is time sensitive
 - ii. Beneficial announcement for SAVIR members.A request must be made to the SAVIR Executive Committee.
2. **Action:** Free access to SAVIR email or address list:

Currently, access to the SAVIR membership email list will not be provided. If a partner or outside agency would like to send information to the SAVIR membership, they may make a request that SAVIR originate the email to its members. Such mailing must meet the criteria listed in item 1, above.
3. **Action:** Paid access to SAVIR email or address list. At this time, no paid access to SAVIR membership lists is available. If the mailing is not a direct benefit for SAVIR members, access will not be provided.
4. **Action:** Website postings. Activities that are related to the injury field may be posted on the SAVIR website. A request must be made to the SAVIR Executive Committee.

Advocacy Alerts:

PROCEDURES:

1. **Action:** All advocacy information and requests are to be first directed to the SAVIR Advocacy and Public Policy Committee (APPC) Chair who will review and determine if the following action should be taken: (a) review by the entire APPC, (b) an all-member email advocacy alert sent out (alerts should be limited to only those requests that require specific action), and/or (c) have the information posted on the SAVIR website as part of the Advocacy News area.
2. **Action:** After this initial review, the Chair of the APPC will draft an alert or posting that is to be reviewed and approved by the SAVIR Executive Director and/or Administrator, President, and President-Elect. The alert or posting should be clearly marked for 24 hour turnaround if it is of a time-sensitive nature. If any of these three individuals do not review and dis/approve within 24 hours and the alert or posting in question is of a time-sensitive nature, then the alert or posting is approved by default and the Chair of the APPC is free to disseminate or post the information under review.
3. **Action:** If approved, directly or by default, the Executive Director or the Chair of the APPC then sends out or posts the material. Only one alert may be included per email so that actions required are not confused by members and to make it as easy as possible for members to react to the issue at hand. Website postings may be done as more than one at a time.