



7.02 Communication Methods

Approved: 2018-03-08

Latest Revision Date: yyyy-mm-dd

Review required: 2022

Intent

To describe primary communication methods used by SBOA.

Policy and Procedures

To the greatest extent possible, SBOA uses online tools.

Volunteers need email and internet capability, and need to make alternate arrangements to access online file sharing and backup applications (such as Dropbox) and web meeting applications (such as GoToMeeting) where their preferred accounts prohibit such access. Volunteers who are granted access to SBOA online files must only use password protected devices and applications for access, and follow best practices for online security.

Members are contacted by email to:

- make notifications required by the bylaws and *The Non-profit Corporations Act, 1995*,
- announce meetings and opportunities to volunteer with SBOA,
- announce conferences and distribute conference agendas,
- announce courses and events of interest,
- announce changes to the certification program,
- inform members of courses provided by other organizations that may be of interest,
- inform members about developments with other BOAs, and
- distribute SBOA newsletters.

SBOA does not contact members by email to make notifications about job opportunities.

Members are cautioned to use best practices for online security, such as: use strong unique passwords, use anti-virus programs, keep software up-to-date, be wary of malware and spam, don't open email from unknown senders, don't open unrecognized email attachments, don't provide confidential and financial information in response to email requests, be careful which websites you visit, look for a secure site lock icon on websites, and be careful using public WiFi.

Members may opt-out of all email contacts except for notifications required by the bylaws and the Act, as described in [1.06 Privacy and Protection of Personal Information](#), [9.06 Standards for Documents](#), and [form 10.07](#). Where a member chooses to opt-out of email, they are not entitled to receive information by post mail.

Only notifications required by the bylaws or the Act will be sent by post mail to members who do not provide an email address.

Application

All SBOA members.

Notes

Based on information from [SBOA Bylaws](#), *The Non-profit Corporations Act, 1995* and online sources.