**DRAFT X Aba MC Communication guidelines**

X Aba Mountaineering Club has always thrived on being a small welcoming social club, but as it expands and diversifies (as we hope it will) some guidelines to allow effective official communication between members and committee and within the committee itself are appropriate. These guidelines are provided so that the Club retains its welcoming and social aspect.  
There are a range of communication options available in the modern world, such as phone calls, emails and a range of social media, notably Facebook, Facebook Messenger and WhatsApp.

**Email**  
The Club communicates with its members predominantly by email.  
There are 4 official email accounts used by the committee:  
X Aba President (presidentxaba@outlook.com)  
X Aba Treasurer (xabatreasurer@outlook.com)  
X Aba Secretary (secretaryxaba@outlook.com)  
X Aba Dinner (dinnerxaba@outlook.com)  
Wherever possible, official communication between committee and members should take place through the relevant email address.  
Replies should also be sent wherever possible to these addresses rather than personal addresses.  
  
**Whatsapp**  
Whatsapp communications are useful as a quick on the go communication. The message can be tracked and is encrypted. However, it is advised that official communication within X Aba should not be by Whatsapp, but by the official email addresses.   
There are currently no official Whatsapp groups within the Club. Whatsapp should be reserved for private messaging. The Club and Committee cannot be held responsible for private Whatsapp messages as they are by their nature individualised and not seen by a wider audience.

**Facebook**  
The Club also has a Facebook page. Any member or potential member may join the page, post material or comment on posts, according to normal social media guidelines. Wider use of this page is encouraged. There should always be 2 Admins linked to the page.  
Facebook Messenger messaging should follow the same guidelines as Whatsapp messages.  
  
**Content of communication.**  
Communication through the official email addresses from committee members about Club matters would normally be drafted and agreed as a committee. There may be occasion to follow up with individuals or groups of individuals and this is acceptable providing that due care is taken.  
The advice before sending any communication is to consider the following before sending:  
Is the content appropriate?  
Who will see the content?  
Where might this content end up and what might happen as a consequence?  
If in any doubt pause and consult.