

28TH FIELD ARTILLERY REGIMENT ASSOCIATION

POLICY LETTER #8

COMMUNICATIONS

Proposed by Senior NCO: 14 June 2022

Approved by Board of Directors: 28 August 2022

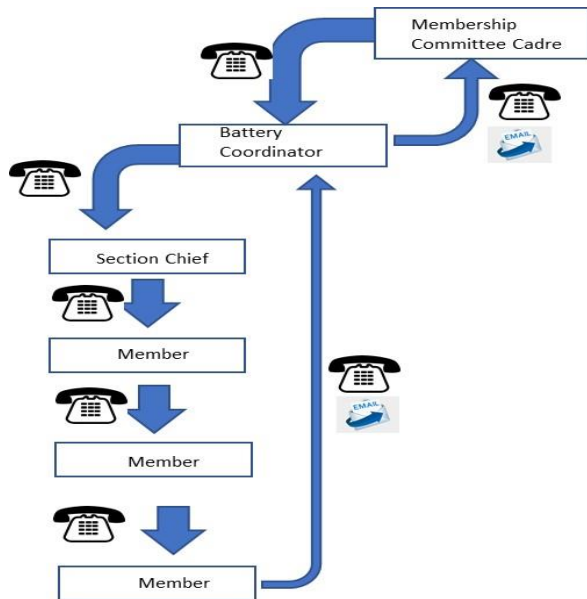
President's Signature: _____

SUBJECT: Policy/SOP for Communications among Members

PURPOSE: Provide an outline for maintaining open recurring communication among members. The Association believes that communication is an integral part of its mission. It promotes a sense of belonging and comradeship. Additionally, this program will help identify people who are isolated or in need of help. A formal communications program will help the Association to share important information with all members.

General Procedures: The communication program is set up with a series of volunteer coordinators, each responsible for 4-5 people. The Director of Communications/ Membership (DOC) is responsible for managing the program, maintaining an accurate alert roster, and passing along important information to other Association Board Members. Battery Coordinators (BC) manage the program for their respective Batteries. The Director of Communications will determine the frequency of periodic communication (quarterly, semi-annually, or special notifications) and provide any special instructions. Communications can be via phone call, email, or text. The fundamental purpose is to have contact with members. Based on circumstances, some members may require more frequent contact than others. For example, a member who is sick or infirm may need more support than others.

Term: This policy will remain in effect until rescinded or replaced the Association President and/or the Board of Directors.



Contact (Alert) Roster (CARS): The Alert Roster (CARS) is the Responsibility of the Membership Committee with support from the Board of Directors, principally the Adjutant/Secretary. The Membership Cadre will maintain the Alert Roster and will exercise it Bi-Monthly. However, it is the responsibility of each member of the Association to keep the Membership Cadre informed of their contact information if it changes.

Battery Coordinators (BC):

The Battery Coordinators (BCs) are responsible for activating their respective Contact (Alert) Rosters as specified by the Membership Committee. To initiate the alert roster, the BCs will contact their respective Section Chiefs (SCs) and pass out the information as well as collect any new “routine” information from the SCs concerning members from their Battery.

Routine information collected are things such as members who have had a significant “life event” or some other information that they would like to share with the other members of the Association. Some examples of Routine information are as follows:

- A significant trip or vacation
- Retirement or new work
- Birth, graduation, new job, etc., of a child or grandchild
- Relocation to a new place
- Any gathering of 28 FARA Vets

If the member agrees, BC’s will pass along items of interest to the Newsletter editor for inclusion into our quarterly newsletter.

When the call system is complete, the SC’s will contact the BC’s by voice or email to confirm that everyone in the call chain has been contacted or which members were not reached.

Section Chief (SC)

The Section Chiefs (SCs) are responsible to activate their portion of the Contact Roster (CARS) upon request of the Battery Coordinator. These calls are to be kept very informal and just a way of disseminating and collecting news about our members. The SCs can consolidate the information and send it to the BC via email. Examples of items to discuss with members:

- Member's health and health of the family
- Any changes to contact information, also get email info for a means to communicate
- Any recent life events such as birth of a child, grandchild, retirement, new job.
- Any recent travel or anticipated travel (double check if there are in 2-28 Vets in the area visited)
- Any contact with other 2-28 Vets that are not already members. If so get their contact information.
- Anything that the members would like to share with the Association.

RULES: The Alert Roster exists to support the Association's goals and objectives and will not be used in any circumstances for sales or solicitations by individuals or members.