



ASIS International Toronto Chapter #193 **Chapter Volunteer E-mail Guidelines**

The purpose of this guideline is to minimize the amount of e-mail experienced by the volunteers of the ASIS Toronto Chapter. The Executive Committee recognizes that as we are all volunteers, involvement in ASIS must not interfere with the performance of our regular paid occupations. As such, the ASIS Toronto Chapter is being divided into several committees to minimize individual workloads.

Furthermore, by way of this document, we hope to restrict the proliferation of e-mail messages to further reduce the perceived workload of our volunteers. The following guidelines apply to all members of the Toronto Chapter Executive Committee and sub-committees:

1. **E-mail communication should be brief and only used when necessary:** Please save any items that can wait until the next meeting and bring them to the attention of the appropriate committee chairperson or the chapter Secretary. Keep all messages as brief and as concise as possible.
2. **Please utilize and pay attention to the Cc list:** If a name is on the Cc list, it is meant as a courtesy copy only. If you receive an e-mail and you are on the Cc list, please do not respond unless you feel that your opinion is required.
3. **Keep communication within your Committee:** Committee members should only send to or Cc members within their committee. Committee Chairpersons will forward condensed communications to the Chapter Chairperson and Executive Committee as required.
4. **Minimize the use of Reply All:** This has caused dozens of e-mails of banter that can be disruptive to regular work. A sender should pose a question or series of questions to the recipients and each recipient should respond individually to the sender.
5. **Read Twice, Send Once:** Always read your e-mail message and recipient list over again before you send your message. Ask yourself if the e-mail is appropriate and relevant to all of the intended recipients.
6. **Answer the question:** If a question is posed in an e-mail, be sure to answer the question in your reply. Also, try to pre-empt other obvious questions that may arise, but be brief in your responses.

We appreciate your cooperation in this matter. Please contact the Chapter Chairperson should you have any questions or concerns.

Sincerely,

Patrick M. Ogilvie, CPP
Chapter Chair-Elect 2008
ASIS International, Toronto Chapter #193