



WACA Communication Protocol

WASHINGTON ACTIVITY COORDINATORS ASSOCIATION

- ❖ Out of professional respect, please respond to all WACA correspondence within 48 hours.
- ❖ The subject line for each email will ask for the type of response needed (reply-all, reply-to-sender, no-reply needed)
- ❖ If you do not get a response from an individual, please check in with the individual directly.
- ❖ The email you share with the WACA Board should be an email you will check throughout the entire year, including summer.
- ❖ Advisory Rep and Board of Director emails should include the entire Board.
- ❖ Expect the best of everyone. We are busy and know our job requirements.
- ❖ Advisory Reps should work on getting the most up-to-date email list.
- ❖ Advisory Rep emails should be sent out after each Board meeting, at a minimum.
- ❖ The Communications Coordinator should send out a quarterly newsletter and work with AWSL on a WACA section of In the Loop.