

C L U B COMMUNIC ATIONS PO LICY

This document is provided to support the Club Rules and communicate club policy to the members. Policy may be revised from time to time by the committee, and members will be adequately notified of changes.

Purpose

The purpose of this policy is to outline management of the various systems utilised for communication with, and within, the Perth Bushwalkers Club (Inc).

Club Website

The Club website is maintained as a source of information to members, prospective members and non members. The website includes a secure area for member access only. Details of the website can be found in the Website Management Policy.

Communications with the Club

For prospective members or those outside the Club, there are three ways of formally communicating with the Club. These are by email, by telephone, or by written mail via Australia Post.

Email: This is generally directed to an email address associated with the Club's Website host (see Website Policy). The address is info@perthbushwalkers.asn.au. Email to this address is generally from prospective members, and so is managed by the committee member responsible for organising introductory walks on a week to week basis. Any mail intended for other club members or committee position is forwarded by the Introductory Walks Organiser.

Phone: The Club maintains a virtual phone number for verbal contact. The number is (08) 9487 7990. As this is also a contact used by prospective members, this number is also monitored by the Introductory Walks Organiser.

Mail: Written mail is directed to the Club's postal address, which is [PO Box 7014, NORTH APPLECROSS, WA 6153](#). The physical location of the mail box is close to the club meeting house, but mail may be redirected to other locations as required to ensure timely responses to mail and bills.

Communications within the Club

The main communication within the Club consists of the Club newsletter (see Newsletter Policy). In addition to this, there are activities and meetings which members and committee attend to keep in touch and socialise with each other.

Committee meeting minutes are available to members in accordance with the club Meetings Policy.

Committee members also utilise various web based email addresses held for the use of committee members in undertaking their duties.