



## Communications - Policy Adopted: 5/14/2011

Communications are important to all organizations. This policy has been established to determine how communications will be handled and how they are to be submitted to the IRHA Board of Directors.

***Complaints** originated from within our association require a signature and date. Emails will be considered for informational purposes only. All signed and dated complaints must be submitted via USPS or hand delivered to the IRHA Board President or Secretary.*

***Requests for registration reimbursements** will require a signature and date. Emails will be considered for informational purposes only. All signed and dated requests for registration reimbursements must be submitted via USPS or hand delivered to the IRHA Board President or Secretary.*

***Board nominations** require a signature and date. Emails will be considered for informational purposes only. All signed and dated board nominations must be submitted via USPS or hand delivered to a member of the IRHA Board Nominating Committee.*

***Request for Agenda Item (from non-board members)** must be addressed to the Board President or Secretary and will require a signature and a date. Emails will be considered for informational purposes only. All signed and dated agenda requests must be submitted via USPS or hand delivered to Board President or Secretary.*

***Request for Agenda Item (board members, board committees and directors)** must be addressed to the Board President or Secretary and Email is acceptable.*

In general email is to be used for general inquiries.

Web Site or other Social Media.

Emails or electronic documentation that arrives via the "Contact Us" on the IRHA Website, or variation of, will be considered as general inquiry only. A note similar to the following will be noted on the IRHA Website.

"Email is to be used for general inquiries only, all other forms of communication relating to board agenda or action requires a signature and a date. Those communications can be delivered via USPS or hand delivered to the IRHA President or Secretary."

