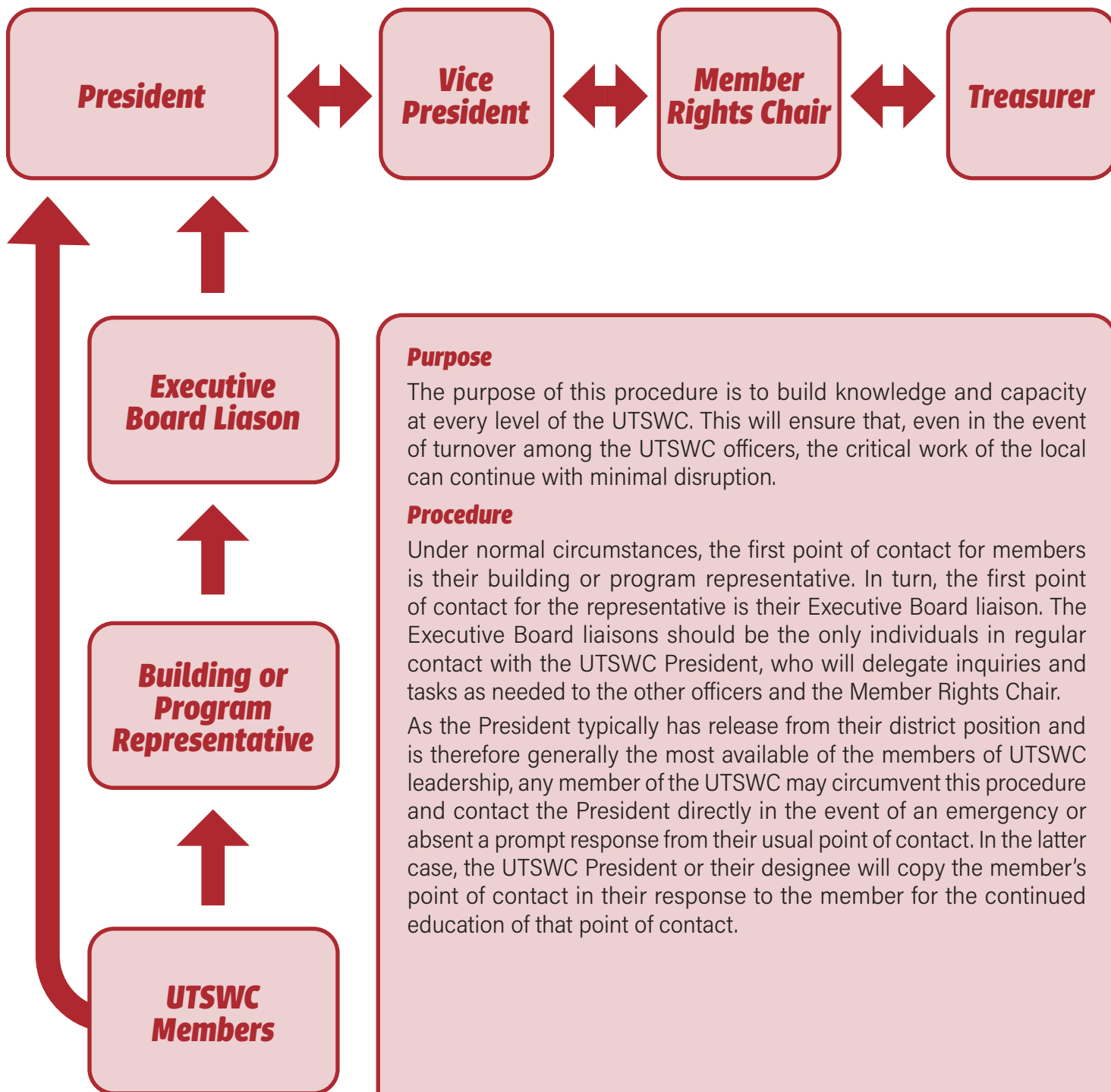


UTSWC Communications Procedure



Purpose

The purpose of this procedure is to build knowledge and capacity at every level of the UTSWC. This will ensure that, even in the event of turnover among the UTSWC officers, the critical work of the local can continue with minimal disruption.

Procedure

Under normal circumstances, the first point of contact for members is their building or program representative. In turn, the first point of contact for the representative is their Executive Board liaison. The Executive Board liaisons should be the only individuals in regular contact with the UTSWC President, who will delegate inquiries and tasks as needed to the other officers and the Member Rights Chair.

As the President typically has release from their district position and is therefore generally the most available of the members of UTSWC leadership, any member of the UTSWC may circumvent this procedure and contact the President directly in the event of an emergency or absent a prompt response from their usual point of contact. In the latter case, the UTSWC President or their designee will copy the member's point of contact in their response to the member for the continued education of that point of contact.

