

## INTERNET ACCESS & E-MAIL POLICY

With the use of centralized banking through AMT and of the e-blasts used to deliver information to the state societies, as well as communication with District Councillors, it has become imperative that AMT have a policy regarding the availability of internet and email for the state society leadership. It is not mandatory that the computer access be in their home, however, the availability and log-ins must follow the policy below.

All state society officers **must** have internet access and an email address that is checked at a minimum of three times per week.

State society publication editors **must** have internet access and an email address for use in communicating with the PEMC chair and the AMT office, and for submitting their publication for uploading to the website. Emails for the editor must be checked at a minimum of once per week.

All state society board members should also have internet access and email addresses. It is recommended that to stay current with the state society information, the other state officers and board members should check their emails at least once per week.

Email addresses may follow the format prescribed by the AMT office to avoid personal email addresses being published in directories and publications.

**This policy was recommended by the Council and became effective when it was approved by the AMT Board of Directors at their meeting in February 2019.**