



All Saints (Elton) Amateur Operatic Society

Address: All Saints House, Orrell St, Bury, BL8 1PB

Email: secretary@allsaintselton.co.uk

chairman@allsaintselton.co.uk

Website: www.allsaintselton.co.uk

Phone: 07932 733990 / 07971 291679

All Saints (Elton) Amateur Operatic Society Communications Policy

The society will endeavour to communicate with its members in the way that the member prefers. This policy will set out the ways in which we will communicate with them and how we will communicate with non-members.

Definitions:

1. Full Member, and Concession Member; Those that have completed a society membership form online or on paper and paid either their initial payment or paid in full.
2. Social Member; Those that have completed a society membership form online or on paper and paid either their initial payment or paid in full.
3. Non-members; Those that have an interest in the society but have not completed the membership form or made any payments.

Ways of communication:

- Email

Email will be used as the primary way to communicate with members (1,2 above), unless they do not have any access to email or other media platforms and have advised us of another preferred option. When non-members have subscribed to receive the societies regular newsletter and updates.

- Facebook/Instagram/Twitter

Members can be added/join our Facebook/Instagram and Twitter pages where important information will be shared. For every production, cast members with access to Facebook will be added to a specific production group. Every non-member is welcome to join our Social at All Saints (Elton) Group or our Instagram and Twitter pages where we will share information about things going on in the society, this will include upcoming shows, fundraisers, and events.

- All Saints (Elton) Website

Our website will contain information about our society, marketing of shows, past shows our policies and procedures and how to get involved, this is available to anyone. Members will also have access to the members area which will contain information, including any audition material (this can be accessed from the members areas but will also appear elsewhere for non-members to access).



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- Non-digital

Where members have a preference to receive information via a non-digital method this will be by post to the supplied address. It will be the responsibility of the member to keep us updated to changes to their address by contacting the Secretary of the society. **Post will not be used for non-members.**

General Rules of Communication

1. The officials of the society will not use their own personal emails for communication as of 16th August 2021.
2. Members will receive important information such as show announcements first and via their preferred method of communication. Non-members will be communicated information within five days after members.
3. Facebook/Instagram and Twitter is a great platform for communication, however we do appreciate not everyone uses digital methods and we will endeavour to keep them in the loop.
4. Where non-digital communication is preferred, then it is important that the member keeps us updated of any changes.

If you have any queries regarding communications, please contact our Secretary by emailing secretary@allsaintselton.co.uk.

Ratified by All Saints (Elton) Amateur Operatic Society Committee 16th August 2021