



COMMUNICATION PLAN

Last Updated: September 2011

Purpose

The purpose of this communication plan is to provide guidelines and protocols for the dissemination of information to the members of RMSAWWA. The following outlines the procedures that any committee or individual member should follow to disseminate information.

Events and Announcements

Any information for a training event, committee meeting, announcement, employment opportunity, conference, etc. should be published in *Rumbles*, *e-Rumbles*, and on the RMSAWWA website calendar at www.rmsawwa.net.

1. The appropriate representative of the Joint Publications Committee should be contacted to publish Section business in *Rumbles* or *e-Rumbles*. Contact information is as follows:

Jim Tallent, *Rumbles*
(303) 762-2610
jtallent@englewoodgov.org

Tye Jordan, *e-Rumbles*
(303) 764-1578
tye.jordan@hdrinc.com

Andrea Song, *e-Rumbles*
(303) 628-7019
andrea.song@denverwater.org

There are specific formatting requirements for advertising in *Rumbles*. The requirements for submitting and advertising in *Rumbles* are listed online at www.rmsawwa.net.

2. For questions regarding the RMSAWWA website, contact the Communications Committee Chair and/or website administrator:

Paul Fanning
(719) 584-0212
pfanning@pueblowater.org

Ann Hall
(720) 524-4043
ann.e.hall@comcast.net

3. Events should be posted online to the RMWEA/RMSAWWA Event Calendar. Committee Chairs may contact Ann Hall for the login and password that will enable them to add, edit or delete calendar items. Attachments such as flyers or registration forms should be emailed to Ann Hall for inclusion. Care should be taken not to delete or change other calendar postings.

4. There is an online submission form on the RMSAWWA website for posting employment opportunities. The employment link redirects to the RMWEA site where review and posting of job listings is handled.
5. The Joint Education Council should be notified of all potential training events and proposed dates and times to coordinate and prevent conflicts with other events. Contact information for the Joint Education Council is as follows:

Vicki Jones, Chair
(303) 413-7429
jones@bouldercolorado.gov

Mike Berry, Vice-Chair
(970) 249-3369
tcw@montrose.net

6. TEAMS can help organize an event including site selection, reproduction of event materials, etc. A copy of the recommended event planning timeline is included in the Policies and Procedures section of the Section Handbook. TEAMS should be notified in advance if they are going to be responsible for handling registration, or if credit card registration is offered for the event. Training Unit Approval from CECTI (Colorado Environmental Certification and Testing, Incorporated) should be sought for all eligible events and can be applied for at www.ocpweb.com. If needed, TEAMS can help with this request. TEAMS' contact information is:

Jo Ann Vold or Sylvia Rottman
(303) 394-2022
greatevents@geteams.com

Events in New Mexico and Wyoming should also offer training units when possible. Trustees for these states can help obtain training units.

Mass Mailings

Committees can utilize mass mailings (either hardcopy or email) to inform members of upcoming events. ***Attachments such as brochures, registration forms, and questionnaires cannot be sent with mass emails.*** Such items may be posted to the Section website, with the mass email referring recipients to the web site. Once the information for the mass mailing is developed, it should be submitted for review to ensure that it is consistent with the RMSAWWA/RMWEA information sharing policy. Requests can be submitted online to either:

Tye Jordan, *e-Rumbles*
(303) 764-1578
tye.jordan@hdrinc.com

Andrea Song, *e-Rumbles*
(303) 628-7019
andrea.song@denverwater.org

A copy of the information sharing policy can be found in the Joint Policies and Procedures section of the Section Handbook or online at www.rmsawwa.net.

If desired, TEAMS can be utilized for distribution of approved hardcopy mailings. Costs associated with producing mass mailings, including postage, will be charged against the committee's budget.