



COMMUNICATION PLAN

Issue Date: August 1, 2003

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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 publication 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

Natalie Cannon, *e-Rumbles*
(303) 987-3443
natalie.cannon@aecom.com

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

Barb Martin
(303) 431-6100
rmsadmin@rmsawwa.net

3. Events should be posted online to the RMWEA/RMSAWWA Event Calendar. Contact the website administrator for the login and password. Attachments such as flyers or registration forms should be emailed to Barb Martin 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. This electronic form is sent to the Communications Committee for review before being forwarded to the Webmaster for posting. Employment opportunities will be removed from the site at the earlier of two dates: 60 days after the opportunity is posted or

upon notification by the posting entity that the listing is no longer in effect, whichever occurs first. Each posting entity will be notified in advance when their post removal date is approaching, giving them the opportunity to renew the notice if desired.

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 Chair of the Joint Education Council is as follows:

Lee Cesario
(303) 628-6561
lee.cesario@denverwater.org

Mike Berry
(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. If needed, TEAMS can help with requesting Colorado Training Unit Approval from CECTI (Colorado Environmental Certification and Testing, Incorporated). A copy of the Form for Requesting Training Unit Approval is available online at www.rmsawwa.net. 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.*** 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 database use policy. Requests can be submitted using the attached or online request form and should be submitted to:

Natalie Cannon
(303) 987-3443
natalie.cannon@aecom.com

A copy of the database information 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.