

Committee Mailer: Overview

The Committee Mailer allows Branch, District and Group Committees to draft and send messages to their network members. The Mailer can be accessed through the IOSH website from anywhere in the world and from any device with internet connection and a web browser.

This facility is a broadcast platform, meaning that it does not support two-way conversation between parties; once a message has been sent by the Committee, a recipient cannot then reply directly.

In this way, we can enable Committees to contact their members easily, but ensure that the level of email traffic is managed, that communications are received consistently and that personal email addresses are stored on IOSH governed systems. This messaging system is ideally suited for single messages that need to reach an entire branch, district or group.

Committee members are asked to refer to the Committee Mailer Policy when using the tool. In doing so, amongst other things, Committee members can be confident that they are operating within the law and that they will be protected under IOSH's insurance regarding Data Protection.

For detailed step-by-step instructions on how to use Committee Mailer, please see the Committee Mailer Quick Guide, available on the website.

Features and limitations of the tool

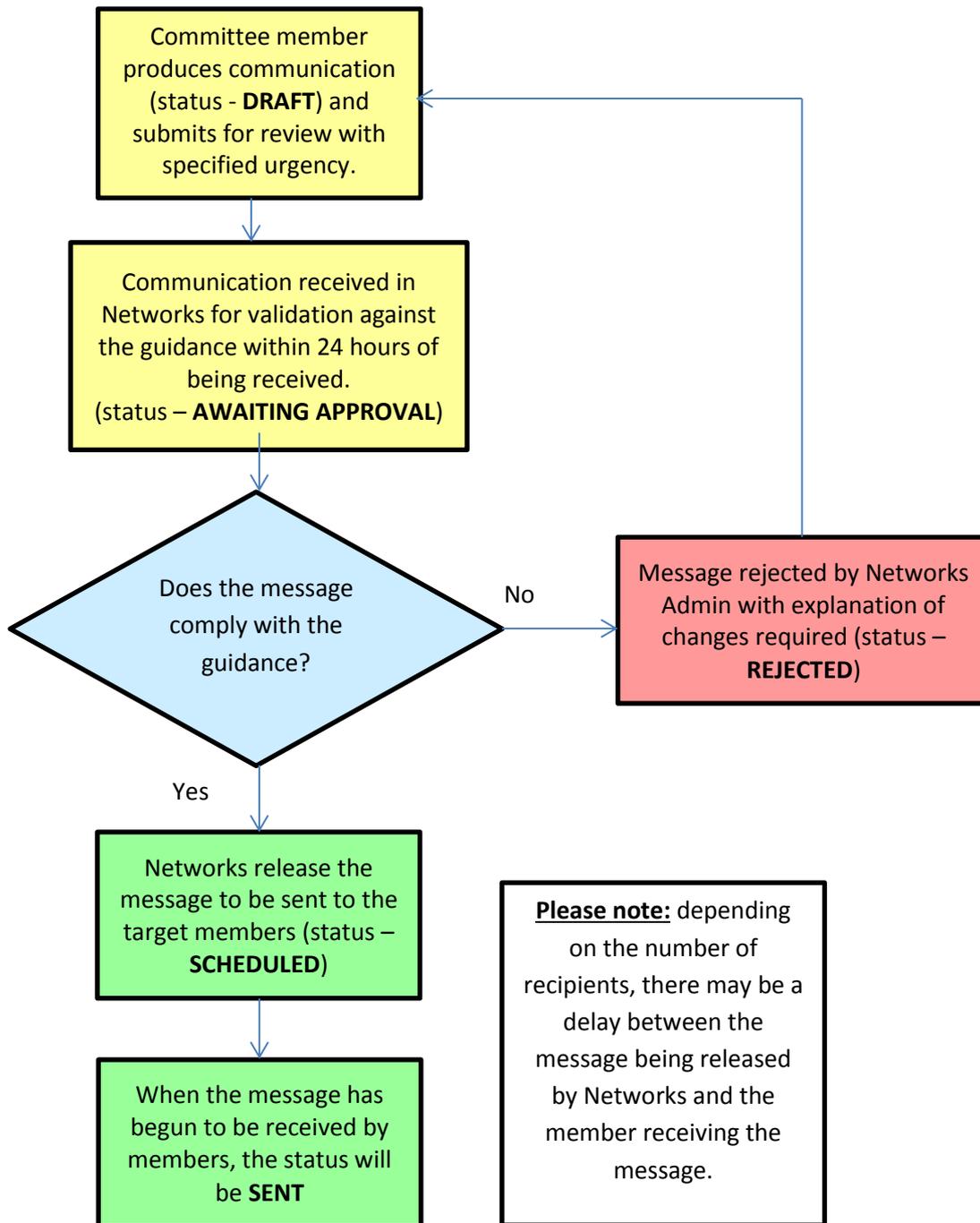
(Correct at 19/02/15)

- The tool allows a simple message to be crafted, amended and submitted by members of the committee. Who uses the tool is to be agreed by the Committee Chair.
- All messages, past and current, are retained in the Mailer for the Committee to access and refer to in future.
- A committee member can access messages created by themselves or others in their committee only. They cannot access messages drafted by or sent from another committee unless they also sit on that committee. The messages created by a Committee are private and cannot be shared between 'inboxes'. If a Committee member sits on 2 or more committees, then they should apply discretion in the same way they would for all other operations within the Committee.
- A sent message will be reviewed by an IOSH staff member (under SLA) against a quality reference checklist (contained within the Policy) before being approved and subsequently received as an email by the member(s).
Each message will be manually checked very briefly for compliance to the terms of reference. The checklist that will be followed is available to anyone interested.
- All messages will be styled using a corporate message template.
This is standard across all networks and cannot be changed.
- A formal contact link (centralised email address) will be provided for all messages in the template footer. This email will go to a central mailbox and enquiries will be forwarded to the appropriate Officer internally to manage with the Committee.
The contact email is networks@iosh.co.uk and is standard across all networks.
- Members can unsubscribe from receiving emails from their Committee, which will remove them from the daily updated distribution lists.
This can be done by following an unsubscribe link within the email. The number and frequency of unsubscribes will be monitored for quality purposes.

Upon initial release the system does not:

- allow images, documents or hyperlinks to be sent with the message.
- allow messages to be sent outside of the network, or to a sub-section of the network
- send a message to a large distribution list of members all at once. As with all email distribution systems, there can be some time lag between processing the first message and the last message

The following is a process map for the creation of a message in Committee Mailer



For technical help, please contact webhelp@iosh.co.uk

For advice on content, please contact networks@iosh.co.uk

Version	Date	Author	Comments
0.1	19/10/14	Anna Cooper	Initial draft complete
0.2	20/10/14	Anna Cooper	Ian Smarts comments incorporated
1	04/11/14	Anna Cooper	Additional feedback incorporated
2	20/02/15	Matt Rockley	Updated following pilot committee feedback
3	25/09/15	Pete French	Updated message statuses after enhancements