



Title: Generic Email Addresses: SAENA Officers / Committee Chairs	Number:
Cross Reference:	
Approved by: San Antonio ENA Board of Directors	Origination Date: 12/1/2021
Revised by:	Approval Date: 12/1/2021
	Revision Date:

I. **PURPOSE:**

To ensure the maintenance and update of the San Antonio Emergency Nurses Association (SAENA) generic officer / committee chair email addresses.

II. **POLICY BACKGROUND/DEFINITIONS:**

1. Emails received at an official SAENA email address identified by position or committee will be routed to the current officer or committee chair’s personal or designated email address
2. The generic email address process for the SAENA officers / committee chairs must be maintained and updated to provide a mechanism for the officers / committee chairs to be contacted regarding SAENA business without the publication of their private email addresses.

III. **PROTOCOL/PROCEDURE:**

1. The Media Committee Chair shall be responsible for ensuring the generic SAENA officer / committee chairs email addresses are maintained and kept current.
2. Emails received by from the Contact Us section of the SAENA website, sanantonioena.org, will be routed to the current SAENA President’s generic email address.
3. SAENA Officer / Committee Chair Generic Email Address:
 - a. SAENA officers / committee chairs will provide a personal or designated email address to the Media Chair when elected / designated.
 - b. The generic email addresses for the SAENA officers / committee chairs will route emails from an identified SAENA business email address, ex. President@.... , to the appropriate SAENA officer / committee chair’s designated email address.
 - c. The Media Chair will:
 - i. Update the officer / committee chair generic email addresses each January or as needed if an officer / committee chair is replaced.
 - ii. Work with the SAENA Webmaster to maintain and update the officers / committee chairs generic email addresses on the SAENA website.
 - iii. Determine which email format to use to ensure emails are correctly forwarded to the appropriate generic email addresses, eg. Gmail.