

## **SVALA Chapter Email Guidelines**

1. Our Chapter does not have a formal “opt out” policy for emails sent to all Chapter members. If you find the volume of Chapter emails too cumbersome, please email the Chapter’s current president and send a group email to all members that you wish to be removed from the email distribution list. If you continue to receive these unwanted emails, please send a message directly to the member who has not yet deleted you from their email distribution list.
2. The Board is encouraging all members to only use the “reply” feature as opposed to the “reply to all” when directing your email to only one member.
3. If your firm is offering a program that might be of interest to others in the Chapter, please check with the Board prior to sending a group email.
4. If you are sending a query to gather information from numerous law firms, if possible, please offer to compile the results of the email responses for the rest of the Chapter members. For example, in the recent email sent by Sue Neilsen of Segal & Kirby, she inquired which offices would be open on July 3<sup>rd</sup> and then shared the email responses with the membership.
5. Finally, please visit the Chapter’s website to download the member directory and check your email distribution list against the current member directory.

If each of you could follow these guidelines, it will be greatly appreciated by all members.