

HSCG EMAIL ACCOUNTS

The HSCG has numerous email addresses and forwarders that are used by staff, board members, committee members and volunteers. This policy covers the function, creation and use of HSCG email addresses.

ALL HSCG EMAIL SHOULD BE RECEIVED BY OR SENT FROM AN OFFICIAL HSCG EMAIL ADDRESS.

EMAIL ACCOUNTS & FORWARDERS

All HSCG email accounts and forwarders are @soapguild.org addresses. (For easier reading, in this policy, the account names will be referenced without the “soapguild.org” portion of the address.)

Email accounts or forwards are generally assigned to a position or job title, such as **MbrServices@**, **Conference@**, **Webmaster@**, or **OfficeManager@**. In this way the email address will remain the same regardless of who is responsible for the job functions.

Each person may also be assigned a personal email address using their first initial and last name, such as **HSmith@** (Helen Smith) or **WJones@** (William Jones).

A system of accounts and forwarders exists to ensure that all members of a specific group get the emails sent to that group and to make it easier for individuals to manage their incoming emails from several accounts. For example:

- ♦ Accounts exist for **President@**, **VicePresident@**, **Treasurer@**, and **Secretary@**. Each account is forwarded to the HSCG email in the name of the person holding that position.
- ♦ **ExecComm@** forwards to the members of the Executive Committee: **President@**, **VicePresident@**, **Treasurer@**, and **Secretary@**. As noted above, each of those accounts in turn forwards to the HSCG email in the name of the person holding the position.
- ♦ **Directors@** forwards to the HSCG email in the name of the each director.

Due to the potential issue of spam being forwarded (which can cause an account to be blacklisted), the HSCG has the following policy:

NO HSCG EMAIL ACCOUNT MAY BE AUTOMATICALLY FORWARDED TO AN OUTSIDE (NON-HSCG) EMAIL ACCOUNT.

A designated HSCG staff member is responsible for creating and monitoring HSCG email accounts and forwarders.

PRIVACY AND SECURITY

All HSCG email is covered by the HSCG *Privacy Policy*. The person receiving, viewing and sending email on behalf of the HSCG is responsible for ensuring the privacy and security of all email content.

An individual is only authorized to use an HSCG email account for the duration of their position as staff, volunteer, board or sub-contractor.

Upon termination of the position within the HSCG:

- ♦ Any important emails that should be retained by the organization must be forwarded to the Executive Director or Office Manager; and
- ♦ All email sent or received in the HSCG email account and the email account itself must be deleted from all devices.

When a person is no longer holding a position for which they should receive email, the email account(s) are closed and any email is temporarily forwarded to the HSCG to ensure no member emails are lost.

QUESTIONS OR ISSUES

Any questions or issues concerning accessing HSCG email accounts should be directed to the HSCG. They can provide and/or reset passwords to any email accounts.

Approved by the
HSCG Board of Directors

History:

March 5, 2019	(v1) Original publication date.
July 11, 2019	(v1.1) Updated to correct typographical errors and set current connection information.
2022	(v2) Reviewed and updated.