

# SAC CONSTITUENT E-MAIL LISTS TIPS FOR EFFECTIVE USE

## REVISED 9/2015

The purpose of the Constituency communication network is to inform CWRU staff members of information that affects them as employees of this University. This information could be related to things such as job performance, available employee benefits, or anything related to the Case Western Reserve University staff member in general. It should not be used for any type of personal promotion (chain letters, petitions, fundraising). If you are in doubt contact [sac-communications@case.edu](mailto:sac-communications@case.edu).

Always add a first line to every message that identifies you such as “Good morning fellow staff members, this is \_\_\_ with some important staff-related information”. When forwarding a message from the Council Chair, delete any unnecessary information from the message before forwarding it but indicate you are forwarding a message of interest and include the signature block of the originator and the SAC rep. There is no need to forward messages that have already been sent to the entire University such as security bulletins and messages from the President.

There is no need to use any fancy formatting options such as fonts, colors and graphics and be sure to send all messages in a timely manner.

If for any reason you will be gone for an extended period of time and will not be able to communicate with your constituency list, please contact one of the committee members so that your list can be re-assigned.

Be responsive to those on your list. Remove an address promptly if an individual asks you to. Constituent lists will be updated by the Communications Committee yearly as new SAC members are elected. New hires are added to a distribution list by the members of the Communications Committee throughout the year.

**The general format for a distribution list is [sac-rep-\(lastname\)@case.edu](mailto:sac-rep-(lastname)@case.edu). You can find your list under “Your subscriptions” upon logging into [lists.case.edu](http://lists.case.edu). To send an email, compose a new message and input your [sac-rep-\(lastname\)@case.edu](mailto:sac-rep-(lastname)@case.edu) email address into the “To” field.**

Posts that should be sent:

- Introduce yourself with your initial contact email (see example below)
- Requests from the SAC Chair
- Announcements of interest to the entire University staff such as nominations for the President’s Award, Staff development seminars, SAC newsletters, etc.
- Very important to ask for feedback so that you can bring up staff concerns to the Council

### **EXAMPLE OF YOUR INTRODUCTORY EMAIL:**

Good morning, my name is \_\_\_\_\_ and have been elected to serve as our school’s representative on the Staff Advisory Council (SAC). I am also a member of the Staff Advisory Council \_\_\_\_\_ Committee.

The Staff Advisory Council (SAC) is dedicated to ensuring that all staff members feel “heard” by the university administration. To that end, each of us elected SAC representatives is assigned a group of constituents within our area of the university.

You have been assigned to me as we are both part of the School of \_\_\_\_\_ so I just wanted to introduce myself and let you know that I will be keeping you up to date from time to time on what is going on within SAC. I also want to let you know that if you have any questions, concerns, suggestions or ideas regarding SAC please feel free to contact me either in person, by phone or by email. My office is in the \_\_\_\_\_, my phone number is \_\_\_\_\_ and my email address is \_\_\_\_\_.

I look forward to serving your needs and concerns and look forward to hearing from you. I will also respect your busy in-boxes and attempt to send to you only information that is timely and important.

Regards,