

## Communications to and from Headquarters

A steady stream of information flows from HQ to the Officers, Directors, and Vice Directors, primarily via electronic means. New Directors and Vice Directors are signed up for e-mail reflectors and discussion groups. They also receive the weekly ARRL letter and W1AW Bulletins via e-mail and are encouraged to scan the news on the ARRL website regularly.

Every week, the reports of the department managers are gathered into an Inside Newington newsletter (In-News) which is distributed on Friday. Through this medium, we attempt to provide a picture of what is happening at HQ, including travel by staff members.

Several HQ departments publish bulletins and circulars for specialized audiences. Copies are routinely sent to the members of the Board family.

Communication with individual Directors is generally conducted by electronic mail or telephone. A dedicated FAX line (telephone 860-594-0259) is available at HQ.

Each Director is copied on e-mail correspondence written to their Division. Where necessary to understand the context of the reply, a photocopy of the incoming letter is also provided. These copies do not include all form letters or routine business correspondence but do include everything on which a Director might wish to be informed concerning the affairs of the Division.

Newly elected Directors and Vice Directors are placed on electronic mail and start receiving copies of correspondence with members (new Directors only) as soon as they are declared elected.