

# IMPACT100 METRO DENVER PROCEDURE

## EMAILS SENT TO MEMBERSHIP

### **NAME OF PROCEDURE: Emails Sent to Membership**

**PURPOSE:** This Procedure applies for any member who wants to distribute an email to a substantial portion of the Impact100 Metro Denver membership. Any email sent should be relevant for the entire Impact100 Metro Denver membership. Emails pertaining to a specific member's business, personal or political endeavors or interests are typically not appropriate to be sent to the membership. This Procedure does not apply to newsletters from the Communications Committee, emails regarding events from the Events Committee or information from the Membership Committee or Membership VP, Impact and Accelerator Grant voting and other relevant information and emails from the the President regarding Impact100 business.

### **PROCEDURE:**

1. Anyone (including Board Members and Committee Chairs) wishing to send an email to a substantial portion of the membership should first contact and consult the Operations VP. The Operations VP, in consultation with the President, if necessary, will advise the requestor as to whether it would be appropriate to send the email to the membership.
2. If approved in concept by the Operations VP, the requestor will draft the message they would like to send and forward it to the Operations VP.
3. The Operations VP will forward the draft message to the Communications Chair(s) for review; comments will be returned to the Operations VP.
4. If other Committees are impacted by the content of the message, the Operations VP will also forward the draft message to that Committee Chair and the respective Vice President for review and comment; comments will be returned to the Operations VP.
5. The Operations VP will consolidate all comments received and prepare the final email to share with the requestor. The requestor will then advise the Operations VP if they want the email, as revised, to be sent to the membership.

6. If the requestor desires for the revised email to be sent to the membership, the Operations VP will send it to the e-Tapestry manager(s) to be processed for emailing.

### **COMMITTEE(S) NEEDED FOR IMPLEMENTATION:**

1. Communications, Membership (e-Tapestry managers)
2. Others as may be necessary by the nature of the email content.

Approved April 7, 2026