# HCR Email Address Policy

- Every HCR EC, BOD, and Event Coordinator will use their provided HCR Email Address when performing their responsibilities as defined in their respective Job Description.

- When sending email to other volunteer members, the recipients' HCR Email Address should be used (not their personal address).

- HCR Email Accounts will be created by the IT Team upon the member's acceptance of an EC, BOD, or Member-at-Large position and for those Event Coordinators who need access to features available only on the subscription Google account. Email accounts will be terminated upon the completion of a volunteer's assignment.
  - Requests for creating or deleting an email account should be made to IT, with a copy to the Secretary.
  - All *new* HCR email addresses shall be created using the FN.LN@hcrpca.org format. Aliases using the FN.LN@hcrpca.org format will also be created for existing HCR email addresses.
- For Event Coordinators and the select volunteers that don't need access to subscription account features, the volunteer is requested to create a free Google account with the FN.LN.hcr@gmail.com format and provide this information to the Secretary, who will add them to the appropriate email "group(s)".

- HCR Email Accounts should be utilized only for HCR business.

- The HCR Secretary shall be responsible for managing email "groups", updating the HCR Org Chart, and assuring that both are current.
  - Listings of the current ORG Chart and email groups are available to HCR authorized volunteers on Google Drive.
  - Requests for organizational and group changes should be made to the HCR Secretary.