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|  | <b>FMCA POLICIES AND PROCEDURES</b>   | INDEX NO.<br><b>2001</b> | APPROVAL LEVEL<br><b>EB</b> |
|   | SUBJECT<br><b>Area Communications</b> | EFFECTIVE<br><b>5/19</b> | SUPERSEDES<br><b>6/13</b>   |
|   | SPECIAL DISTRIBUTION                  |                          |                             |

**POLICY**

Regular communications from National Vice Presidents to chapter members within their area are essential to the purpose of area organizations.

**PROCEDURE**

The following procedures are to be followed for communications processed by the national office on behalf of National Vice Presidents:

1. The desired communication should be submitted to the national office approximately fifteen (15) working days in advance of the desired communication date by the National Vice President or their designee.
2. The communication should be submitted to the Chapter Services staff by mail, fax or email.
3. The national office staff will proofread, edit, schedule and deploy the communication to the chapter officers and certain other members as requested by each National Vice President.
4. Area newsletters will be posted on FMCA’s official Web site, FMCA.com in Adobe Acrobat PDF format. The maximum PDF file size accepted is 500KB. As a courtesy to visitors of the site the smaller files of 25MB are recommended to minimize download time.
5. Any cost to an Area for this communication will be actual cost as determined by the national office.