

Nez Perce Tribe  
Mass E-Mail  
Policies & Procedures

Policy Objectives:

To include all the elements necessary to accumulate, maintain, control and disseminate all mass email requests with the Tribe.

Policies & Procedures:

1. Internal Program/Department mass email will obtain the Program Directors signature and then forward to the Program Manager for signature.
2. The request will be forwarded to the Information Systems Department in written and electronic form for posting.
3. The request will be filed and kept for reference by the Information Systems Department.
4. Tribal Committees, Commissions, Boards, and General Council requests will be authorized by their respective Chairperson and forwarded to Information Systems.
5. When external organizations, groups, or community activities are requesting that a mass email be sent to all Tribal email accounts the request will be forwarded to the appropriate Program/Department for review and approval. The Information Systems Director will approve miscellaneous requests (i.e. Pow-wow, Tournaments, Funerals, etc.).
6. If Programs/Departments receive NPTEC approval to send out vital information through the mass email process a copy of the Administrative Action will be required by Information Systems to keep on record. All mass email requests are authorized by NPTEC Administrative Action will be sent out immediately.
7. All mass email requests from the Executive Director will be sent out immediately.
8. All mass email requests from NPTEC Members that have NPTEC Chairman's approval will be sent out immediately.

