

POLICY ON ELECTRONIC COMMUNICATIONS

Author: CAPM&R Executive Director
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Purpose: This policy provides guidelines on when requests for electronic communication to the CAPM&R membership require payment of the CAPM&R 'eblast' fee, and when these will be circulated without charge.

Background:

- The CAPM&R periodically receives requests to electronically circulate information to the membership that is not initiated as part of CAPM&R Executive, SIG or Committee business, but may be of interest to the CAPM&R membership.
- These requests may include, but are not limited to: research being conducted by CAPM&R members or other professionals, including request to distribute surveys, requests to identify potential study participants, etc; information regarding expansion of testing available at public or private laboratories; information relevant to patients, such as new treatments, etc.
- Currently, these requests require review by the Secretariat and the volunteer Executive to determine appropriateness for distribution. If deemed appropriate, the Secretariat must brand, add a disclaimer, and triage distribution of the request, taking time and resources away from CAPM&R business.

Policy: The CAPM&R Executive supports communication and distribution of non-commercial information to the CAPM&R Membership. The CAPM&R has a fee-based framework in place, allowing individuals or organizations access to the CAPM&R membership by requesting distribution of electronic information (eblast); this framework appropriately recoups the associated distribution costs. Any individual or organization making a request for electronic distribution of information to the CAPM&R Membership, other than falling under CAPM&R Executive, SIG or Committee business, must pay the eblast fee in order to access these services. In exceptional situations, the CAPM&R Executive may waive the required fee if the materials are deemed to be of direct benefit to the Membership or public good. Requests approved for distribution will be distributed with language expressly stating *that "The CAPM&R has not endorsed the circulated materials, information or project. The content is the responsibility of the author(s) and does not necessarily represent the official views or opinions of the College."* Further, the CAPM&R reserves the right to deem a request for electronic communication to CAPM&R Members as inappropriate or contrary to CAPM&R policy, and thus refuse the request.