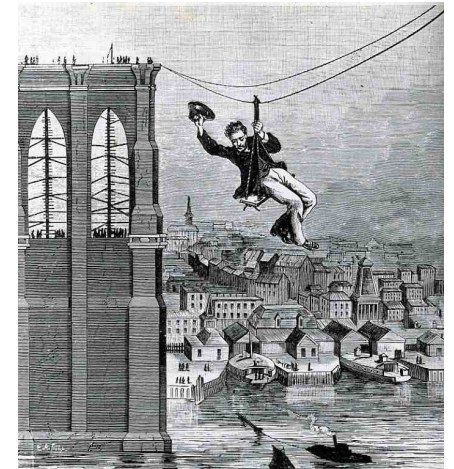


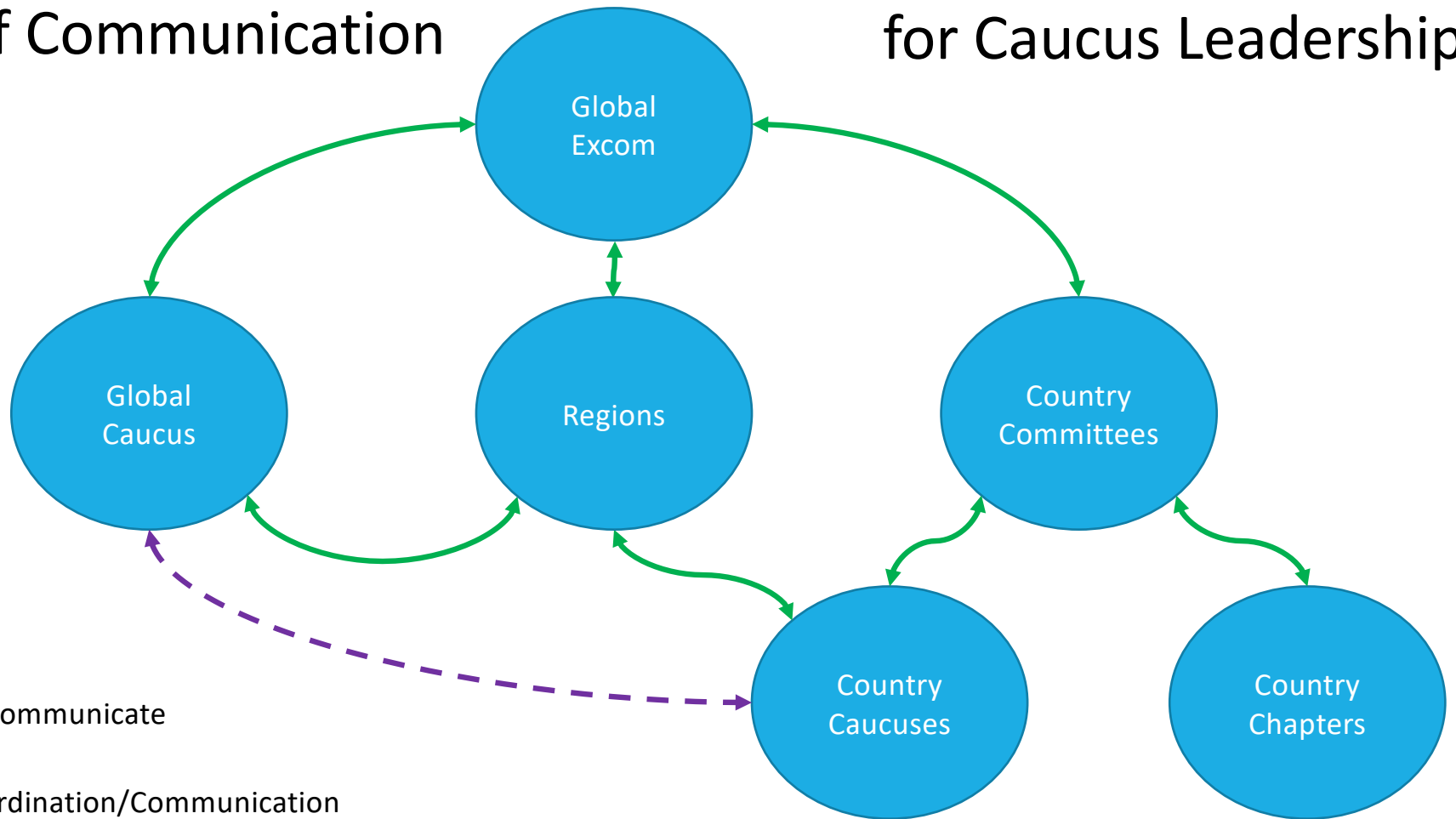
Caucus, Countries, Communications!

DA 2021



Lines of Communication

for Caucus Leadership



Lines of Communication for Local Caucus Leadership

Local Caucuses & Country Committees

- Leaders, official and unofficial, need to work with their local country committees.
- Local coordination is key to avoiding conflicts in messaging and scheduling.

Local Caucuses & Regions

- You can increase the scope of your events by including people outside of your country.
- Regional coordination can help you create broader messaging and increase attendance at your events.

Local Caucuses & Global Caucuses

- Global Caucuses have messaging, events and news that they would be thrilled to share with local caucuses.
- Local Caucuses do not have to follow the global lead on messaging or events.
- Take advantage of your global caucus to expand the reach of your audience – ask them to cross-post your event and notify their members.



Communicating with Local Members

Events and News

- Post Events and News on your Country Page
- Posts should be coordinated with and posted by your country's comms team.
- Local coordination is key to avoiding conflicts in messaging and scheduling.
- **ASLO: Let your global Caucus and your RVC know so they can cross-post your event!!**



Global Black Caucus Page



Wednesday, March 24, 2021 at 07:30 PM Hong Kong Time · 4 rsvps
Online in Hong Kong

Online Discussion - DAKH Chapter of the Global Black Caucus

The Hong Kong chapter of the Democrats Abroad Global Black Caucus would like to invite you to an online discussion on March 24th (7:30pm) to discuss new initiatives for the chapter (e.g. r [show all](#))

RSVP



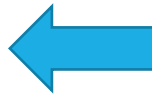
Country Committee Page/
Regional Page

Communicating with Local Members

Events and News

- Post Events and News on your **Social Media Pages**
- Posts should be coordinated with your country's comms team.
- **ASLO: Let your global Caucus know so they can cross-post your event!!**

Global Black Caucus FB Page



Denmark Page



Communicating with Members

Email Blasts/Mass Mailings

- **ALL email blasts** (mass mailings) must be sent from Nation Builder.
 - This includes: Monthly newsletters, event announcements, sub-group meeting announcements - ANYTHING that is not a response to an individual member question or email.
 - **WHY:** This ensures that emails are only sent to current members, and not people who have changed their minds about membership - in DA, or your caucus.



Individual Emails

- Reply to individual members from the official Global caucus email account, your official DA email account or the email account that you have set up for DA work.
- In all replies and messages, clearly identify your DA role in your Sender name, also in your email signature, along with your DA forwarding address, if you have one.
- If you receive replies from members in your own mailbox, delete the replies once they are no longer needed.

Communicating with Members

CAUCUS MEMBERS



MEMBER LISTS:

- Do not retain lists of your caucus members for longer than one month.
- *Always* make sure your list is password protected.
- Do not store your spreadsheets on a public drive or public computer.
- Caucus member lists do not include the email address of the members due to GDPR.
- If you store your lists on a network drive (for example, DropBox, iCloud or Google Drive) make sure that access control to both the documents and the drive itself is strictly controlled.
 - In other words, please don't store your member list in the same Dropbox/Google Drive folder that you share with your spouse and kids as well as anyone on your local committee.

Communicating with Members

CAUCUS MEMBERS

SHARING YOUR LISTS:

- **ALWAYS** password protect the document, whether it is Word, Excel, or a PDF.
- **Never** send the password together with the list
- When sending passwords, we suggest using secret message services like <https://fugacio.us/> and <https://onetimesecret.com/>
- ANYONE with access to members' data (spreadsheet, paper list etc.) must have a confidentiality agreement on file. People who have submitted a form to global DA are tagged with "Confidentiality Signed" in the database.
- Keep track of who you share spreadsheets with, even if they are lists on paper. Remind them that they are forbidden from using this information beyond DA Caucus purposes. When they no longer need the spreadsheet have them return the list to you and, if relevant, ask them to certify that they have deleted all copies of the data.



When to contact the Caucus Helpdesk



Contact the Contact Helpdesk (caucus-helpdesk@democratsabroad.org) or me (same address) if you have questions. We have a team waiting to help!

