

INTERNAL COMMUNICATION POLICY  
JULY 2020

The Internal Communications Director (ICD) position was created by the PSA Board of Directors in 2018 in order to notify PSA members of upcoming PSA events, deadlines, and opportunities. PSA members may submit a short paragraph to the Director to be published in the eNews, a web-based newsletter which is posted twice a month.

ENews items are to be written by the PSA volunteer requesting inclusion in the eNews. When possible, items should be accompanied by an image relevant to the item. All items must include a URL and an email address when appropriate.

eNews items must be fresh, pertinent news:

- Items with deadlines (i.e., competitions, etc.) may be run three times or until the deadline.
- Other items, may be run once every 2 months.

New items will be placed on top.

Original: July 2020