



DMG Communication Committee 2020-2021 Introduction & New Policy Agreement

Welcome back to School!

This year presents new challenges and with new challenges, we are forced to examine how we can be more efficient with communications and scheduling. The Delbarton Mothers' Guild is excited to share with you what we feel will be an effective tool for the DMG to navigate this new environment.

A DMG Communication Committee has been formed to promote and ensure a smooth and effective communications process for the DMG.

The goals of the Communication Committee are to:

- Streamline contact with school administration by filtering all DMG requests through the Communication Committee thereby eliminating individual requests by members/committees.
- Create an online "Hub" for communication requests and resource scheduling (e.g. on-campus Tent usage, Zoom meetings, accessing key files, etc.) within the organization.
- Work with the DMG President and Board to develop and maintain a DMG communications calendar that succinctly delivers messages to the Delbarton community while maintaining a strategic presence on all channels of communication.
- Set parameters concerning DMG communications to ensure all members of the community feel included and respected.

Effective immediately, we ask that all DMG members please adhere to the following policies for all DMG related issues:

1. Should any DMG committee member or volunteer have a question or request that pertains to the school/administration, please consider contacting your committee chair first. If the committee chair cannot help and a response from the school is needed, the member (or chair) should please contact the DMG Communication Committee (DMGCommunications2021@gmail.com) -OR- the DMG president, MaryBeth Savas (marybethsavas21@gmail.com). ***Please do not contact the school directly on behalf of the DMG. We are trying to funnel all DMG contact with the school through either the Communication Committee or DMG President. Please honor this request so that the school administration can focus their efforts on our boys and keeping them safe during this unprecedented time.***

2. This year we are blessed to have the use of a tent for our meetings on campus. (This is a valued privilege so please make every effort to protect this gift and respect the school). We also have a DMG Zoom account for any virtual meeting needs. ***Should you need to book the Tent or Zoom account for a DMG meeting, please email the DMG Communication Committee directly (DMGCommunications2021@gmail.com) with the requested date and time for your meeting.*** Before emailing your request, please check availability by viewing our [DMG Calendar](#) which notes the dates, times and locations of our currently scheduled meetings, including those utilizing the tent or Zoom account. (This calendar can also be accessed via the Mother's Guild page on the [parent section of the school website](#).) Once your request is received and confirmed, we will email you back and add your meeting to the calendar.
3. ***Personal texts/emails/requests of any sort should NOT be sent directly to Delbarton students from ANY DMG members. All communications must go through the DMG President or Communication Committee, and they will confer with the Headmaster of Student Affairs as to necessity and for approval.***
4. Treat digital communication as though we are communicating in a public forum. Appropriate language must be used at all times.
5. Sensitivity to all members of the community is critical. Communicate in an inclusive way that unites and inspires everyone without inadvertently alienating any group or individual.
6. Please be respectful of weekends, holidays, vacations and any other times when communications should cease or be limited.

We are asking all DMG members to please acknowledge they have read and understand these policies. To do so, please [CLICK HERE](#).

Thank you all for your help. Please be patient with us as we embark on this new journey. If you have any questions, do not hesitate to reach out.

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