



## Important Chapter Communications Information

- \* **INTERNAL = anyone who is an AZMN Member, AZMN Committee Member, MN in Training**
- \*\* **EXTERNAL = anyone who is NOT an AZMN member or member of our organization**

### Central Highlands (CHMN) Naturalists if you have a question:

#### Chapter Email Address:

All chapter members subscribed...If you find something interesting that you'd like to share with the entire chapter, have a question for the group email the **entire Central Highlands Chapter** at:

[central-highlands-master-naturalists@azmasternaturalists.org](mailto:central-highlands-master-naturalists@azmasternaturalists.org)

#### CHMN Board of Directors (not yet created)

All Chapter Board Members are subscribed..This is the email/listserv to communicate with the entire chapter board. (not yet created)

[Board-CHMN@azmasternaturalist.org](mailto:Board-CHMN@azmasternaturalist.org)

#### AZMNA All-member Google Group:

All ASSOCIATION Members (from all chapters) are subscribed...If you want to share something with all of our membership (members in training, interns, certified members) **in ALL of our chapters**, email the full membership at: [AZMNA-listserv@azmasternaturalist.org](mailto:AZMNA-listserv@azmasternaturalist.org)

#### President Email (INTERNAL\* and EXTERNAL\*\*)

The current chapter coordinator/president, president-elect, and past president are subscribed.

[President-CHMN@azmasternaturalist.org](mailto:President-CHMN@azmasternaturalist.org)

#### COMMITTEE Google Groups

The below groups are all collaborative inboxes/google group so that multiple committee members can answer as needed. Please be sure to "reply all" so that everyone knows the messages were handled. Committee chairs are "managers" of each of these so they can add and remove participants as needed.

You can access **your** google groups when logged in at [www.groups.google.com](http://www.groups.google.com)

#### Partnership Committee:

- INTERNAL and EXTERNAL - Connecting with a new Community Chapter Partner in Pima County
- Adding a new job description to our list of available jobs in volistics
- Volunteer job descriptions
- Partner Details Forms/MOUs and Partners for Central Highlands
- already available volunteer experiences

Email the Association Partnerships committee at: [partnerships-azmna@azmasternaturalist.org](mailto:partnerships-azmna@azmasternaturalist.org)

### Timekeeping and volunteer hours:

- Locating approved job descriptions in volgistics
- Logging into volgistics
- How many hours you have logged
- General timekeeping questions

Email your Chapter timekeeper or the Association timekeeper at:

[timekeeper-azmn@azmasternaturalist.org](mailto:timekeeper-azmn@azmasternaturalist.org)

## Not Yet Created/To Be Determined by Chapter

### Communications Committee:

- INTERNAL email for members of the communications committee
- To contribute ideas for blog posts or newsletter articles

Email the communications committee at:

### Advanced Training:

- INTERNAL
- Ideas for advanced training opportunities sponsored by our chapter
- Determining if something you find available and sponsored by another organization in Tucson counts as advanced training

Email the Advanced Training Committee at:

### Outreach Committee:

- INTERNAL group for people on the outreach committee
- If you have ideas for other groups we should reach out to in Tucson for recruiting a more diverse audience
- Or ideas for diverse audiences in Tucson who may benefit from naturalist presentations

Email the Outreach Committee at:

### Public Programs:

- EXTERNAL - Community members who want to request a program (e.g. library) will be provided with this email and use it to reach out to the committee

Email the Programs (sub-committee of outreach) at:

### Course Coordinating Committee:

- INTERNAL and EXTERNAL
- Ideas for speakers
- Field lab locations

- New instructors
- Other content to be included in trainings
- Course Coordinators for Pima County - core team of facilitators
- MNs in Training communicate with course coordinator using this email

Email the Course Coordinators at:

[course-coordinator-chmn@azmasternaturalist.org](mailto:course-coordinator-chmn@azmasternaturalist.org)

### Fundraising Committee:

- INTERNAL google group for fundraising committee

Email the Fundraising Team at:

Last updated by D. Petrich, 8/15/2022