

SUBJECT: Official CEB Communication (Positional Email)

1. The Chapter Executive Board (CEB) has established positional emails for elected and appointed CEB positions in accordance with the Region II policy letter. The positional emails will provide continuity and historical reference for incoming CEB members. The established positional emails are listed below:

- Commander: cvma273.cdr@gmail.com
- Executive Officer: cvma273.xo@gmail.com
- Secretary: cvma273@gmail.com
- Sergeant At Arms: 273ssa.cvma@gmail.com
- Treasurer: cvma273.tres@gmail.com
- Chaplain: cvma273.chap@gmail.com
- Quartermaster: cvma273.qm@gmail.com
- Public Relations Officer (PRO): cvma273.pro@gmail.com
- Chapter Road Captain: cvma273.crc@gmail.com

2. Positional emails are to be used for all official CVMA business and will not be used for personal business. Personal emails will not be used to conduct any official CVMA business.

3. It is the responsibility of the CEB member to maintain a current password and check their positional email at least once a week.

4. Email history will not be deleted when vacating a CEB position.

5. The incoming and outgoing CEB members will conduct the necessary steps to ensure the incoming CEB member has access to the appropriate positional email.

6. The recovery email for all positional emails will be the Commander's email. The recovery email for the Commander's account will be the Secretary's email.

7. Failure to adhere to this policy will be cause for disciplinary actions.

BY DIRECTION OF THE CEB

Chapter CDR 
Chapter SEC 
Chapter SAA 

Chapter XO 
Chapter TRES 