

NZART Council Paper Standardisation of Email Addresses in NZART Publications

Decision Required: Yes

Purpose

To seek Council approval for a uniform standard governing the publication of Council contact email addresses in all NZART-branded materials, including Callbook and Break-In.

Background

For many years, Callbook editors have been instructed to use the *Who's Who* document when preparing the Council directory page. This guidance has historically resulted in the publication of personal email addresses.

In 2019–2020, an attempt was made to transition to ***position@nzart.org.nz*** and ***callsign@nzart.org.nz*** email addresses. However, the association's email system at that time was unreliable, and officers/councillors were not consistently receiving messages. As a result, personal email addresses were reinstated for the subsequent two Callbooks.

The Centenary Callbook was compiled using the same instructions and inherited practice that previous editors had followed.

Concerns have since been raised regarding the continued publication of personal email addresses. While past editions cannot be amended, NZART now has a stable and reliable email system in place.

Issue

There is currently **no formal Council mandate** specifying which type of email address must be used in NZART publications. Editors therefore rely on informal, inherited practice, which has led to inconsistency and, at times, dissatisfaction.

A clear, uniform standard is required to:

- Protect personal privacy
- Ensure consistent branding
- Provide certainty for editors
- Avoid recurrence of past issues

Proposal

That Council adopt the following mandate:

All NZART-branded publications — including Callbook, Break-In, and any other official association documents — shall use @nzart.org.nz email addresses when publishing contact details for Council members or officers.

Rationale

Adopting this standard will:

- Provide clarity and consistency across all publications
- Improve privacy protection for volunteers and officers
- Strengthen NZART's professional presentation
- Remove ambiguity for current and future editors
- Align with the now-reliable NZART email infrastructure

Implementation

If approved:

1. The mandate will be communicated to the Break-In Editor, Callbook Editor, and any other relevant volunteers.
2. The *Who's Who* document will be updated to reflect the new standard.
3. Future Callbooks and Break-In issues will use only **@nzart.org.nz** addresses for Council listings.

Recommendation

That Council approve the adoption of a uniform standard requiring the use of @nzart.org.nz email addresses in all NZART-branded publications.