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Korea Peace Now!  
Grassroots Network

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# COMMUNICATION GUIDELINES

**Guidelines for effective  
communication among members  
of the Korea Peace Now!  
Grassroots Network.**





## **COMMUNICATION AMONG REGIONAL CHAPTER MEMBERS**

An important part of organizing is regular communication among all members of the regional chapter — to keep everyone engaged and abreast of any new developments, check on progress on the shared plan of action, and keep the momentum going.

Agree on the best form of communication (email, listserv, text, etc.) and stick to it!

## **NATIONAL EMAIL LISTSERV**

This is a national listserv that includes all members of the KPN Grassroots Network. Sending an email to [KoreaPeaceNow@googlegroups.com](mailto:KoreaPeaceNow@googlegroups.com) will reach all members of the national network.

The national organizer will periodically send updates and notices through the listserv. So please be sure to check the messages that come through the listserv and encourage regional chapter members to do the same. If a member needs to be added to the listserv, please email Elisha Choi, KPNGN National Organizer, at [elisha@womencrossdmz.org](mailto:elisha@womencrossdmz.org).

Regional coordinators and members are also encouraged to post messages to the listserv, especially to highlight the work of your regional chapter so that other chapters can take note and be inspired. But to avoid email clutter, please first read the suggested ground rules below.

## SIGNAL CHAT FOR ALL REGIONAL COORDINATORS

We need a way for all regional coordinators to communicate efficiently. This is to encourage cross-regional communication among all coordinators and to allow regional coordinators to communicate quickly about any breaking news related to Korea peace, share updates on what's happening in their respective regions, and ask each other for tips/advice.

We hope to move everyone to a Signal chat soon. Signal is a messaging app that uses end-to-end encryption to keep your messages private. The only people who can see your messages are the recipients. The company that runs Signal cannot see what you send.

Elisha Choi will be in touch with you soon to make this happen.



## SUGGESTIONS ON GROUP MESSAGING GROUND RULES

Group chats and listservs can be distracting and overwhelming if not used intentionally. If there are too many messages, people will be disinclined to read them. However, when used correctly, group chats and listservs can improve communication and encourage member participation.

- To avoid clutter in the group chat or listserv, differentiate if you need to send a message to an individual personally or send the message to the group.
- Instant messaging should be used for quick questions, meeting reminders, or breaking news
- When using group chat, use "@" if you need someone's specific attention. (Example: "@Jimin, What time shall I meet you tomorrow?")
- Be courteous and don't message past a certain time frame.
- In group chat, you can use emojis to confirm you have read someone's message (a thumbs-up emoji is a good and quick way to indicate that you read and/or agree with the message).
- If the group chat starts to get unwieldy, the group can periodically evaluate and reset ground rules.