

Intendant – General
R.III.Kt. Matthew R. Burt



Deputy Intendant – General
III.Kt. Brian E. Parkes **P.G.Chamb.**

DIVISION OF DORSET AND WILTSHIRE

Divisional Recorder – P.Kt. Colin E. W. Swain
14 South Avenue, New Milton, Hampshire. BH25 6EY
Tel.: 01425 617068 Email: recorder@dorsetandwiltshire-rcc.org.uk

September 2015

Divisional Communication Network

Divisional Officers:

Intendant-General – R.III.Kt. M.R. Burt	IG@dorsetandwiltshire-rcc.org.uk
Deputy Intendant-General – III.Kt. B.E. Parkes.....	DeplG@dorsetandwiltshire-rcc.org.uk
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Divisional Recorder – P.Kt. C.E.W. Swain	Recorder@dorsetandwiltshire-rcc.org.uk
Divisional Marshal – III.Kt. R.F. Micklefield.....	Marshal@dorsetandwiltshire-rcc.org.uk
Divisional Executive – All named above.....	Executive@dorsetandwiltshire-rcc.org.uk
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Past Intendant-General – R.III.Kt. Dr. S.J. McDonald	PastIG@dorsetandwiltshire-rcc.org.uk
Past Deputy Intendants-General – V.III.Kt. D.F. James	PastDepIG1@dorsetandwiltshire-rcc.org.uk
V.III.Kt. D.B.F. Burt.....	PastDepIG2@dorsetandwiltshire-rcc.org.uk

Conclave Recorders:

St. Candida Conclave – III.Kt. A.J. Harrison.....	258@dorsetandwiltshire-rcc.org.uk
Hagia Sophia Conclave – P.Kt. G.T. Hatch	313@dorsetandwiltshire-rcc.org.uk
Magnaaura Conclave – P.Kt. A. Tykocki.....	380@dorsetandwiltshire-rcc.org.uk
Cathedral Conclave – P.Kt. M.E. Lound.....	398@dorsetandwiltshire-rcc.org.uk
Wessex Sovereign's Conclave – III.Kt. R.B. Jowett.....	399@dorsetandwiltshire-rcc.org.uk
Heraclius Conclave – W.Kt. S.P. Tegg.....	404@dorsetandwiltshire-rcc.org.uk
Milion Conclave – P.Kt. E.J.S. Price	447@dorsetandwiltshire-rcc.org.uk
Scholarii Conclave – V.III.Kt. D.B.F. Burt.....	448@dorsetandwiltshire-rcc.org.uk
Conclave Recorders – All named above	Conclaves@dorsetandwiltshire-rcc.org.uk

Whole Division (All email addresses listed on this page) All@dorsetandwiltshire-rcc.org.uk

Divisional Website: www.doresetandwiltshire-rcc.org.uk

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Divisional Communication Network

1. BACKGROUND

dorsetandwiltshire-rcc.org.uk is an internet “Domain” which has been registered to run the Divisional Website and Divisional Email Service.

Emails are sent around the system using “Forwarders”, this works like the Royal Mail who can “forward” on post. These are not physical mailboxes, however our email system knows that an email to 123@dorsetandwiltshire-rcc.org.uk must be “forwarded” on to john@ntlworld.com.

At no time can anyone using a bonafide DCN address realise the underlying personal address to which the email is forwarded, thus private/personal addresses remain private/personal.

Apart from the obvious advantages that the system affords in terms of being a very easy and efficient mechanism for emailing around the Division in a structured manner, it also has the great advantage that whenever an individual email address changes, for example the change of a conclave recorder, there is no need to email every known contact in the Division individually, only the one change, to that of the DCN is required. **Please notify the Divisional Recorder immediately of any changes to email addresses.**

2. GUIDELINES

- 2.1 Emails can potentially result in dorsetandwiltshire-rcc.org.uk being legally liable for their contents and might expose you and/or us to embarrassment and/or to being sued. Do not send, request, or file:
 - ✓ Any information that is defamatory, illegal, indecent, offensive or unlawful, or
 - ✓ Any material which could infringe the rights of any third party or damage our reputation. Any email containing such information must be deleted immediately and not distributed further.
 - ✓ Do not bind Divisionofdorset.org.uk to an agreement or opinion by email unless you are so authorised by the Divisional Executive.
 - ✓ As the Internet is not secure, always consider whether it is appropriate to send material via email particularly if it is of a sensitive nature. If in doubt, err on the side of caution.
 - ✓ Avoid sending large attachments where possible (anything over 1Mb). Large attachments (image files, video clips, documents incorporating images, etc.) block the system and can impair or prevent the sending and receipt of emails.
- 2.2 Do not create congestion on the system by sending unnecessary trivial messages.
- 2.3 Do not use email for personal commercial purposes. This means that you must not offer or advertise services or merchandise for sale unless by explicit authority of the Divisional Executive.
- 2.4 Do not open or forward any attachments or unsolicited emails that you know or suspect to contain a virus.
- 2.5 Avoid Masonic terminology in email titles – bear in mind that some Brethren use work email accounts to receive email.
- 2.6 Under no circumstances should any details of the DCN be communicated outside the Masonic network, and most especially where it could be used by a non-Masonic third party for commercial benefit.
- 2.7 Although the Intendant-General and other members of the Divisional Executive are readily accessible within the DCN, remember that all formal communications for the attention of the Intendant-General **must** be via the Divisional Recorder.