

Managing the Information Overload!

Tips for Club Executives

Managing the volume of information coming from CFUW National, Ontario Council, and local Club communications can quickly lead to information overload for executive members and general members who subscribe alike.

Most subscribers actually like to read through the newsletters. But it is important to have a standardised way to get the information out to all Club members, whether they receive the newsletters or not. Additionally, time sensitive material needs to be forwarded to the appropriate person for action.

Here are some tips for Club Executives regarding how to handle all the information coming from your governing bodies:

1 Assign Information Controllers or National/OC Liaisons

- Assign one person to read and summarise **Club Action News** from National
- Assign another person to read and summarise **Ontario Council Newsletter**

2 Implement an Information Triage Matrix

Not all incoming information requires the same action. The Information Controller should filter incoming communications into four clear buckets before passing them along:

Category	Description	Action / Destination
1 Urgent / Action Required	Directives, AGM voting credentials, mandatory policy responses, deadline-driven requests.	Forward immediately to relevant Officer/Committee Chair with a clear deadline.
2 Executive / Board Level	Governance updates, proposed resolution drafts, regional meeting notices, financial reports.	Add to the agenda packet for the next monthly Executive Board meeting.
3 General Membership Interest	Advocacy alerts, national webinars, OC Speaker Series , newsletter articles, regional events. Add OC Speakers Series information to General Meeting Agenda.	Aggregate into the Monthly Club Newsletter or post on the Club Website/Member Portal.
4 Archival / Reference	Historical minutes, policy manuals, toolkits, background reference documents.	Upload directly to the Club's central cloud repository (e.g., Google Drive / OneDrive).

3 Streamline Member Communications (The “One-Stop Shop”)

General members should not receive raw email forwards from National or Ontario Council. Forwarding individual blasts creates inbox clutter and reduces member engagement.

- **The “CFUW Beyond Our Club” Section:** Dedicate a specific, predictable section in your monthly Club newsletter to synthesize updates from National and Ontario Council. Use short bullet points with direct link buttons (e.g., “*Read National’s Policy Briefing Here*” or “*Register for the OC Regional Gathering*”).
- **Consolidated Weekly/Bi-weekly Digest:** If time-sensitive items arise between newsletters, send **one** consolidated digest email rather than multiple individual forwards.

4 Create a Shared Digital Knowledge Hub

Avoid relying on email as an archive. When board members transition out of roles, critical history is often lost in private email accounts.

- **Cloud Storage Structure:** Maintain a shared drive (Google Drive, Microsoft OneDrive, or Dropbox) organized logically:
 - 01_National Updates & Resolutions
 - 02_Ontario Council Bulletins & AGMs
 - 03_Executive Minutes & Governance
 - 04_Interest Groups & Committees
- **Standardized File Naming:** Adopt a simple, consistent file naming convention, such as: YYYY-MM-DD_Source_Topic (e.g., 2026-10-15_OntarioCouncil_Newsletter.pdf).

5 Standardize Board Meeting Packets

To keep Executive meetings focused and prevent meeting agendas from becoming overwhelming:

- **Executive Summary/Consent Agenda:** Have Regional/National Liaisons provide a **brief 1-page summary** or bulleted list of current National and Provincial developments ahead of the meeting.
- **Consent Agenda Approach:** Place routine updates on a “Consent Agenda” (received and filed without discussion unless a board member specifically requests to pull an item for debate). This frees up meeting time for strategic local decisions.

Key Questions for Your Executive Team

To begin streamlining your Club's process, you might consider discussing:

1. *How are National and Ontario Council emails currently routed to your board—is it centralized or decentralized?*
2. *Would your members benefit more from a dedicated “National & Provincial Updates” section in the monthly newsletter, or a shared online bulletin board/calendar?*