



## Communications Committee File Naming Protocol – Quick Reference Guide

### Structure of File Names

#### Format:

VFN-CC-YY-MM-DD- Title

- **VFN** = Virginia Federation
- **CC** = Communications Committee
- **YYYY-MM-DD** = Date (Year-Month-Day)
- **Title** = Short descriptive name

#### Example:

VFN-CC-25-11-21-Scheduling-Zoom-Calls

### Roles & Abbreviations

Role	Abbreviation	Definition
Communications Committee	Committee	Overall name of the committee
Communications Chair	Chair	Chair of the Committee
Communications Team	Team	Chair + remainder of the committee
Communications Admin	Admin	Members who review requests & send emails (FEDHub/Informz)
Zoom Coordinators	Zoom	VFN members with NARFE Zoom license
Net Coordinator/Webmaster	Webmaster	Oversees website
Web Administrators	WebAdmin	Completed CAB microsite training

Role	Abbreviation	Definition
Editors	Editor	Can edit microsites (other functions delegated to Admins)
Social Media	Social	Facebook, Instagram, Twitter
Scheduling	Scheduling	VFN calendar scheduling of meetings/events

### Rules

- Use **hyphens (-)** between elements.
- **Capitalize role/function names.**
- Keep **titles short** (3–6 words).
- **No spaces** – use hyphens.
- Always include the **date** in YY-MM-DD format.

### Examples

- Committee overview:  
VFN-CC-2025-11-21-Committee-Overview
- Chair report:  
VFN-CC-2025-11-21-Chair-Report
- Scheduling directive:  
VFN-CC-2025-11-21-Scheduling-Zoom-Calls

### Tip

Think of file names as **labels for quick retrieval**. Consistency ensures clarity across print, digital, and archival records.