

APMAA Board-Level Communication Protocol

Asia-Pacific Management Accounting Association (APMAA)

Revised: 2026 Edition

1. Purpose

This protocol defines the communication standards expected of all APMAA Board members. As representatives of an international academic association, Board members are expected to uphold professionalism, clarity, and consistency in all official correspondence. These standards support APMAA's credibility, operational efficiency, and long-term sustainability.

2. Core Principles

2.1 Professionalism

Communication must reflect the dignity of a Board position. Messages should be courteous, complete, and written in clear Business English.

2.2 Transparency and Accountability

Board members must respond to official APMAA communications in a timely and unambiguous manner.

2.3 Consistency

Standard formats and templates provided by APMAA should be followed to maintain organizational coherence.

2.4 International Readability

As APMAA is multilingual and multicultural, communication must be understandable to an international audience and avoid overly casual expressions.

3. Email Structure Standards

3.1 Required Components

- Greetings (e.g., *Dear Professor Ueno,*)
- Clear statement of purpose
- Complete response to requested items
- Courteous closing sentence
- Formal signature block (name, title, institution)

3.2 Tone

- Respectful, collegial, and professional
- Avoid abrupt one-line replies
- Maintain a tone appropriate for international academic governance

3.3 Language Quality

- Use standard Business English
 - Avoid slang, abbreviations, or ambiguous phrasing
 - Ensure grammatical clarity
-

4. Response Expectations

4.1 Timeliness

Respond within **3–5 days**, unless otherwise specified.

4.2 Completeness

Address **all items** listed in the original request.

4.3 Acknowledgment

For important communications (appointments, policy updates, conference matters), explicitly acknowledge receipt.

5. Required Templates

5.1 Appointment Acceptance Template

Subject: Confirmation of Acceptance – APMAA Board of Directors

Dear Professor Ueno,

Thank you for your message. I am pleased to accept the appointment as a member of the APMAA Board of Directors for 2026. I confirm that I meet the basic criteria for this role, am willing to serve as a reviewer, and will support APMAA’s activities and participation.

Warm regards,
[Full Name]
[Title]
[Institution]

5.2 Acknowledgment Template

Dear Professor Ueno,

Thank you for the information. I acknowledge receipt of your message.

Best regards,
[Name]

6. Examples of Inappropriate Communication

To maintain APMAA's professional standards, Board members should avoid:

- One-line replies lacking greeting or closing
- Non-idiomatic or unclear English
- Replies that ignore requested confirmation items
- Casual expressions such as "OK", "Noted", "I accept to be the board member"
- Missing signature or identification

Such communication may appear dismissive or unprofessional in an international context.

7. Responsibilities of the Chairperson and Secretariat

The APMAA Chairperson and Secretariat will:

- Provide templates for major communications
 - Maintain consistent tone and format in official announcements
 - Record confirmations and Board responses
 - Offer clarification regarding communication expectations
-

8. Commitment to Organizational Excellence

By following this protocol, Board members contribute to:

- Strengthening APMAA's international reputation
- Ensuring smooth governance and administrative clarity
- Enhancing mutual respect among Board members
- Supporting APMAA's long-term sustainability

APMAA sincerely appreciates the professionalism and cooperation of all Board members.