



Falaise Community Association
Growing a stronger community together

Policy Regarding External Communications

Date: June 9, 2021

Rationale:

This policy has been created to clarify the protocol for all external public communications that are made by the Board on behalf of the Falaise Community Association (FCA).

Definitions:

Public communications refers to items such as news articles/ press releases, media interviews, letters to elected public officials and any other communications which are deemed to represent the views of the Board or the Falaise community as a whole.

Policy Statement:

1. Directors who work on FCA projects will share public communications with all Directors prior to releasing the information publicly. The majority of Directors will approve the position before publicizing or sending the correspondence on behalf of FCA.
2. The timeline for approval by Directors will be included in the internal correspondence outlining the proposed communication and will be a minimum of three (3) days. A Director who does not respond by the requested response time will be deemed to be in favour.
3. The President, Vice-President and/or the Board-sanctioned leader of a special project will have the authority to participate in media interviews without prior Board approval. The views represented will be consistent with the Board's intent.

Approved by the Board at the June 2021 meeting