

Identification and role of spokesperson during recovery.

1.0 PURPOSE

To identify in the Pre Event Recovery Plan who will represent the society to: membership, public and media contacts in the short, medium and long term phases of recovery and how this will be carried out.

2.0 POLICY

Recognizing that there may be a number of temporary changes and adjustments needed to the ongoing operations of the society during recovery from an event and some board members may not be able to participate fully in board duties:

2.a The board chair will act as the spokesperson for the society in all outward facing communications in the short term phase of recovery.

2b. If the Chair is unable to fulfill this role, an appropriate member of the board will be chosen at the time to be the spokesperson.

2c. If no one on the board is able to act as spokesperson, the Executive Director will take on that role.

2d. The spokesperson for the medium to long term recovery will be the Executive Director.

3.0 PROCEDURES

3a. All communications in verbal or written form will be approved beforehand by the board, or at least 2 board members if others are not available.

3b. The spokesperson will not share information publically unless it has been approved by the board. If a situation arises where a statement is requested on short notice the spokesperson should indicate that they cannot comment but will respond (by a certain date) with a response.

3c. The spokesperson will make every effort to discuss with the board and provide a response by the date indicated.

Original Policy : March 2018

Approved: April 2018