

SE Uplift Neighborhood Coalition

Policy Title: Board Member Communications – When Speaking as/for the Board

Approved On: Monday, January 5, 2015

Overview: This policy has been created to support an effective, responsive and transparent communication process. Communications issued by SE Uplift - regardless of who is the signatory of such communication - represent the SE Uplift Board as a whole in terms of policy and character, so it is important that reasonable protocols be followed.

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1. The official spokespersons for the board are the Executive Director (ED), the Board President and any board member or staff person delegated by the board or ED to speak on a particular issue/subject area.
 2. The ED, the Board President and/or any designated board member or staff person who represents SE Uplift in any communications with the public and/or media will ensure all communications from SE Uplift represent actions/policy directions or advocacy positions taken by the board and documented by the board minutes.
 3. When Board Members, Staff and/or the ED exercise their first amendment free speech rights and speak on issues as individuals, they will make it clear that is what they are doing, and that they do not speak for SE Uplift at that time.
 4. When the board assigns the Ed, a board member, or a staff person to handle written communications for a specific issue, that individual will submit draft letters/press releases/memos to the ED and the Executive Committee for approval before they are sent out – unless time constraints make that unreasonable, in which case the ED and/or the President/Vice President will authorize distribution – if the author of the communication is the ED, President or Vice President they will get authorization from at least one other on this list.
 5. All final authorized communications shall be sent out from SE Uplift. Copies of all official board correspondence shall be maintained by SE Uplift and are available for public inspection at any time.
 6. This policy should be reviewed by the Board for relevance and content and amended, as necessary at least every two years.
 7. First violation of this policy will result in a warning and review of the rules with the individual. Second violation is grounds for removal from the board or termination of employment for a staff person.

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