

### **Communications Policy**

This policy ensures that communication is consistent, coordinated, effectively managed and responsive to the diverse needs of our members and the community. This commitment to communication will enable the Squamish Youth Soccer Association to be visible, accessible and accountable to the members we serve. Our communication goal is to engage community members with open two-way communication.

- All forms of communication internal/external shall be consistent and in line with the Squamish Youth Soccer Association code of conduct, policies and Strategic Plan
- All formal external communication should be executed by the elected Chair or acting chair
- Any communication to and from the chair shall be shared with all board members (Chair report/update)
- All emails from staff and board members should be responded to within 5 business days
- Board Minutes should be circulated within 7 days of the meeting to which they are related
- All board members should be knowledgeable with current and potential Association business
- All board members should be knowledgeable with relevant issues affecting Squamish Youth Soccer Association
- All board will be responsible to communicate in a manner that is consistent to the one voice of the board (PR workshop, elevator speech)
- The board shall participate in regular outreach to the community and engage its membership (all mediums of media, events, etc.)
- All events shall be hosted with consistently branded material (event kit)
- All board communication must be sent via the secure Squamish Youth Soccer Association email address

---

Name & Signature

Date