



Board Communication Policy

Guiding Principles

- **Clarity and Consistency:** Board communications should reflect the collective decisions of the Board, not personal viewpoints, unless explicitly authorized.
- **Respect and Professionalism:** All communications—written, verbal, or digital—must be respectful, constructive, and free of discriminatory or offensive content.
- **Confidentiality:** Directors must safeguard sensitive organizational and stakeholder information in all forms of communication: written, verbal or digital.

Internal Communications

1. **Primary Channels:** Official Board communications will be conducted through approved platforms (e.g., email, written or digital reports).
2. **Tone and Conduct:** Directors will use respectful, professional, and constructive language in all internal communications.
3. **Collective Voice:** Once decisions are made, Directors are expected to support the decisions of the Board, regardless of individual views expressed during deliberation.

External Communications

1. **Spokespersons:** Only the Board Chair, Executive Director or appointed individual may share information or speak publicly or to the media on behalf of the organization.
2. **Individual Directors:** Board members must not present personal opinions as official positions of the organization. The Directors shall not share any Board or Coalition information externally.

Social Media

1. **Personal Accounts:** Directors may identify their role with the organization on personal social media but must not disclose any Coalition information including photos.
2. **Appropriate Conduct:** Directors are forbidden from posting content on behalf of the organization.
3. **Official Accounts:** Only the Chair, Executive Director or appointed staff can post content or respond to inquiries from the Coalition's social media accounts. Individual Directors can repost or forward Coalition social media posts.
4. **Respectful Engagement:** Directors should not engage in public debates, disputes, or criticism involving the Coalition, its stakeholders, or fellow Directors on social platforms.

Monitoring and Compliance

- The Executive Committee or Board Chair will review concerns related to Board communications.
- Breaches of this policy may result in corrective action, up to and including removal from the Board in accordance with bylaws and applicable law.

Acknowledgment

Each Director shall review and sign this policy annually to confirm their understanding and commitment.

Director Name: _____

Signature: _____

Date: _____