

<b>Policy Title</b>	Family and Community Services Advisory Board – Board Member & Director Communication Policy
<b>Authority</b>	FCSS Advisory Board
<b>Approved (Dates/Motion #)</b>	October 4, 2022 (M# FCSS066/2022)
<b>Policy Number</b>	P-FCSS009
<b>Review</b>	To be reviewed annually at the AGM
<b>Reviewed by</b>	FCSS Advisory Board - October 4, 2022

## Policy Statement

All members of the FCSS Advisory Board must engage in clear, transparent, and timely communication with the Director to ensure program viability. The Director shall in turn engage in clear, transparent, and timely communication with the FCSS Advisory Board members.

## Definitions

**Director** – means the FCSS Director, an employee of the Town, that is dedicated to the FCSS Advisory Board managing social programming.

**FCSS Advisory Board** – a volunteer advisory board of directors appointed by Council with the responsibility of leading and managing social programming in the Town.

**Members** – volunteers appointed to the FCSS Advisory Board.

**Communication** – refers to the preferred method of communication between the FCSS Advisory Board members and the Director. Communications shall be completed via email.

## Responsibility

It is the responsibility of the FCSS Advisory Board and the Director to ensure this policy is implemented.

## Process

1. All FCSS Advisory Board members will use email as its primary form of communication.
2. Each FCSS Advisory Board member shall provide the Director with an active email account for communications.
3. The FCSS Director shall maintain an email directory of all active FCSS Advisory Board members for communications.
4. To ensure communications are consistent between the FCSS Advisory Board and the Director, when an email is sent from the Director, the “Reply All” feature shall be used in response.

5. FCSS Advisory Board members will respond to communications in a 72-hour period allowing for timely decision making. Where immediate response are required, the Director shall contact FCSS Advisory Board members directly. The Director will not make extenuating efforts to contact FCSS Advisory Board members that do not respond within the agreed upon 72-hour period.

END OF POLICY

Approved