



Communication Policy Proposal

Objectives

To ensure:

1. all members are well informed and information is distributed effectively;
2. clear and transparent processes are adhered to at all times; and
3. all members have the opportunity to make submissions and provide feedback.

Communication Director

A Communication director is appointed to administer communications of the Association.

Duties:

1. To ensure communication is carried out correctly under this policy;
2. To oversee the collection and collation of any submissions requested from members as a result of a communication;
3. To oversee the production of informative material for interested parties concerning the activities, functions, regulations and procedures of the Association;
4. To coordinate the distribution of communications; and
5. To liaise with the General Secretary, Webmaster and Newsletter Editor.

Channels of Communication

1. Association Office (managed by General Secretary)
 - 1.1 Regional communication to Regional members.
 - 1.2 General communication to all members
2. Website (managed by Webmaster)

All communications are by email with attachments or website links, except for those recipients who do not have an email address where the communication will be by post but only for communications considered essential by the Delegates.

Communication Levels

There are four levels of communication reflecting the appropriateness and relevance of the information, taking into considerations sensitivity of information and privacy issues.

1. Delegate
2. Regional
3. General
4. Public

Each level includes the higher levels and will be cc'd out of courtesy.

Delegate Communication

Mode: Executive Officers to Delegates

Scope: All correspondence and reports of the association shall be circulated among the delegates in confidence on the understanding that this information is privileged and possibly subject to privacy law. All accounts and registers of the association will be readily available for inspection.

Any release of information, beyond what is provided for herein, and other than that which is prohibited by the Privacy Act (1993) or by some other agreement, may be authorised for distribution by the Delegates.

Regional Communication

Mode: General Secretary to Regional Member association secretaries.

Scope: Information relating to the regulation of DanceSport including internal ordinary membership processing, procedure changes, internal licence processing or coordination between the national and regional bodies.

General Communication

Mode: General Secretary & Webmaster to Regional, Ordinary and Affiliate members.

Scope: Notice of new policies, regulations and procedures, and changes thereof. Notice of general meetings including remits, nominated officers or directors, reports and audited accounts. Press Releases of the Association. Educational material about the Association, IDSF and IPDSC. Minutes of General meetings.

Public Communication

Mode: public media.

Scope: All public notices and Press releases of the association. The constitution and all regulations of the association. Application and licence forms. Minutes of General Meetings.

Classification and Timing

Information	Level	When*
Press Release	Public	immediately
Notice to Members	General	immediately
Notice of General Meetings	Public	30 days prior
Minutes of General Meetings	Public	14 days after: circulation around delegates; 30 days after: release
Notice of Delegates Meetings	Regional	30 days prior
Minutes of Delegate Meetings	Regional	14 days after: circulation around delegates; 30 days after: release
Constitution	Public	updated as required
Notice of Constitutional changes	General	60 days after
General Meeting Reports	Public	no later than 30 days after
Delegate Meeting Reports	General	no later than 30 days after
Remits	General	30 days prior
IDSF Press Releases	General	immediately
IDSF General & Presidium minutes	General	immediately once official
IDSF remits & reports	General	immediately once official
IPDSC Press Releases	General	immediately
IPDSC General & Presidium minutes	General	immediately once official
IPDSC remits & reports	General	immediately once official
Sensitive information	Delegates	as appropriate
Private information	Delegates	as appropriate
Newsletter	Public	quarterly if possible
Nominations of Officers or Directors	General	7 days prior

* guideline subject to unforeseen or mitigating circumstances.