

STATEMENT of POLICY and PROCEDURE			
Section	4.0 Advocacy and Public Policy	Original Effective Date	Nov. 27, 2006
Sub-Section	4.1 Access to Information: Media Requests	Date of Last Amendment	Oct 31, 2016
Subject			
Topics	Access to Information		
	Media Policy		
Attachments			
Reference			

Purpose:

The ESCC is represented to members, media, and the public in the best interests of the organization. The ESCC is dedicated to ensuring all employees, stakeholders, and the membership are represented in an open and unbiased manner.

Policy:

The ESCC provides an appropriate spokesperson to speak on behalf of the ESCC.

Responsibility:

The Executive Director manages the request for a spokesperson to the media or the public. The Board will be informed as to the comment and information shared.

Procedures:

Access to Information

Any inquiry to access information must be directed to the Executive Director for review and approval.

Media

Media requests will be sent to the Executive Director. The Executive Director will respond and/or consult with co-chairs on the response. Depending on the nature of the request the Executive Director may redirect the media to an appropriate agency. The Executive Director should be advised of any outstanding requests by the public or media.

Issue Management

When either the Board or Executive Director identifies a need, a communication strategy on an issue or a project will be developed.