

## **GRANT MACEWAN UNIVERSITY FACULTY ASSOCIATION COMMUNICATIONS POLICY**

### **1 Introduction**

The Grant MacEwan Faculty Association is a legal entity responsible for information management with a mandate to advocate and support its members. The Faculty Association recognizes the need for effective, appropriate and respectful communication from the Board, the Executive Committee, other Committees and the staff.

### **2 Board and Committees**

The Board and Committees have authority to govern the affairs of the Faculty Association and are responsible for communicating to the members. Individual Board Members and individual Committee Members contribute ideas and opinions for the advancement of the Faculty Association. Once the Board or Committee has made a determination within their authority then the designated individual may communicate that information to the wider community. The President of the Faculty Association is the spokesperson for the Board and represents the Board to the wider community and other stakeholders. The Chair of a Committee, unless otherwise designated by the Committee's terms of reference, is the spokesperson for that Committee. The Vice-President will be the spokesperson of the Board when assuming the Office of the President.

### **3 Responsibility**

Once the Board or the Committee have made a decision and the designate has communicated the decision to the larger community all members are expected to consistently support the Board or Committee decision recognizing their individual opinion may differ.

### **5 Executive Director and Staff**

The Board and Committees may at times delegate responsibilities to the Executive Director and staff. In these instances the Executive Director and staff may represent and communicate Faculty Association business.

### **6 Member Information**

All members and staff in the commission of Faculty Association business will respect the confidentiality of members. Communication of personal information is prohibited unless in the employ of discharging the Faculty Association's mandate and business.

### **7 Legislation**

The Grant MacEwan University Faculty Association is subject to and follows the Canada Anti-Spam Legislation. This legislation prohibits the Grant MacEwan University Faculty

Association from improper use of member's contact information. Any violation of this legislation must be reported to the Executive Director and the President of the Faculty Association.

#### **8 Stakeholders**

The Faculty Association is involved with external associations and organizations such as ACIFA and CAUT. The staff will be responsible for the liaison with these groups. Official communication will follow the protocols as established in the above articles.

Communication with the different orders of government will be exclusively from the Board with the President as the spokesperson unless otherwise designated by the Board.

#### **8 Review**

This policy will be reviewed by the Board of Directors of the Association every two (2) years or as necessary.

Effective November 20, 2015

Related Documents: Privacy Policy