

## Board Communication Policy

### Policy Statement

The Board values the input and insights of our community members. Effective communication strengthens the Board's role in being active, engaged and informed about our community. This policy outlines how communication will be overseen by the organisation.

### Child Safety Statement

Comm Unity Plus Services Ltd commits to the safety of children and young people in all that we do. It is the responsibility of all members of our team.

We understand that we have a responsibility to uphold the safety and wellbeing of children and young people who come in contact with us, our team and services. Their safety and wellbeing will always be our first priority.

We will always act promptly when we learn that a child is at risk.

### Purpose

To establish how communication between the Board and external stakeholders will be managed among external stakeholders.

### Authorisation and Responsibility

Level	Position
Authorisation	Board
Responsibility for implementation	CEO

### Scope

This policy applies to all Board members, employees and volunteers.

### Policy

There are two components to this policy:

- Communication from the Board
- Communication to the Board.

#### Communication from the Board

The Board will maintain regular communications with our commUnity+ Members and respond to all commUnity+ Member queries within a reasonable timeframe.

The Board will communicate to Members annually within the annual report to report on matters relating to finance and all other program-related matters.

Each Board member will attend the Annual General Meeting (AGM), if absent a reason to be provided. At each AGM, the Chairs of each Board committee will be available to respond to Member queries.

On behalf of the Board, the Company Secretary will engage in communication with regulatory stakeholders in consultation with the CEO. The Company Secretary will report to the Finance & Risk Committee on any such matters.

The Company Secretary on behalf of the Board will communicate to the Australian Charities and Not-for-Profit Commission on finances, employee numbers and any other matter requested which will be published on their website for members to review.

The Board will also respond to any written communication on appropriate topics outlined in 'Communications to the Board'. The Board may engage in other communication upon request.

Any stakeholder queries relating to general business and operations of the organisation will be responded to by the appropriate member of management within the organisation.

### **Communication to the Board**

The Board will respond to communications from stakeholders on the following topics:

- Board succession planning
- CEO succession planning
- Executive compensation
- Corporate governance
- General Board oversight, including accounting, internal account controls, auditing and other related matters.

All matters are to be issued to the Board via: [ceo@comm-unityplus.org.au](mailto:ceo@comm-unityplus.org.au)

All communications prepared by the Board must be in line with the following principles:

**Integrity:** commUnity+ Board members will not knowingly issue incorrect, defamatory or misleading information about its work, or the work of other organisations, or individuals. Board members will abide by all relevant legislation including, privacy, copyright, defamation, or discrimination. In addition, communication will be in accordance with the organisation's Code of Conduct and Public Relations policies.

**Professionalism:** commUnity+ Board members represent the organisation as a whole and should seek to maintain a professional and uniform tone. The impression when communicating on behalf of commUnity+ should remain in a singular organisation rather than a group of individuals. Board members should:

- Ensure personal views are not represented as those of commUnity+
- Do not disclose privileged or confidential work information
- Abide by the other policies that govern the behaviour of Board members
- Quickly acknowledge and correct errors made.

**Mission and Values:** commUnity+ Board members must ensure that any communication should reflect the organisation's vision, mission, principles and values.

Breach of this policy or failure to comply with a request to remove content prohibited by this policy may result in disciplinary action, including the termination of membership.

### **Review**

This policy will be reviewed annually by the GMSS with endorsement by the CEO for approval by the Board to ensure that it continues to comply with relevant state or federal legislation or regulation.

Activities	Frequency
Review	Annually

## Related Documents

<b>Organisational Documents:</b>	<ul style="list-style-type: none"> <li>- <a href="#">Code of Conduct Policy</a></li> <li>- <a href="#">Public Relations Policy</a></li> <li>- Glossary of Terms</li> </ul>
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## Version Control

Version	Code Type	Change	Authorised	Date
1	POL009	New	Governance Committee	8 March 2023
1.1	POL009	Update after Governance Committee Reviews per March 2023 minutes	Board	17 April 2023