



## **Communication Policy**

(Adopted November 2, 2009)

(Reviewed October 7, 2013)

Communication inside and outside the organization is a major function of the League as it pursues its goals of voter education and political advocacy.

- A. The president of the League is the sole spokesperson for the League unless she or he delegates that responsibility.
- A. The League speaks with one voice and supports current positions in effect at the state, national, and local levels of the League even though individuals or Board members may have different views.
- B. Copies of all correspondence on League business should go to the President.
- C. The VOTER is the channel of communication with members. The editor may request information and material for it from portfolio chairs.
- D. The Membership Directory is for the use of LWVGLC members. It should be used for League business only.
- E. Any League representative attending a conference or meeting at the request or expense of the LWVGLC should prepare a written report for the Board.

### **Procedure**

- 1. Before speaking on behalf of the League, members have to request the approval of the president, and the president needs to know the content of the proposed presentation to ensure that League principles and positions are not compromised. Members may speak on their own behalf but must make clear that these are their personal views and in no way reflect the League.
- 2. Requests to sell or use for non-League purposes the membership roster are presented to the Board for approval at the next available Board Meeting.
- 3. Members traveling on League business must submit expenses to the Treasurer even if the expenses are an in-kind contribution.

### **Other Applicable Policies**

- Portfolios and Board Responsibilities
- Nonpartisanship and Conflict of Interest
- Finance and Administration