LINES OF COMMUNICATION — BUILDING BOARDS PROGRAM

For all issues, Board members talk to the President/Chair who will deal with their concerns, and if necessary, will take them to the Executive Director/Manager.

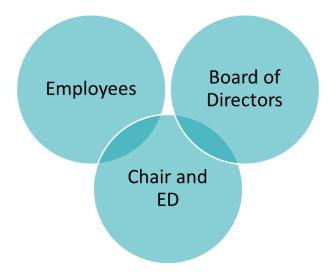
For all issues, Staff talk to the Executive Director/Manager who will deal with their concerns and, if necessary, will take them to the President/Chair.

Exceptions to these lines of communication should be outlined in the HR
 Manual/Conditions of Employment and the Board Policy Manual.

The key to making these lines of communication work well: the President/Chair and Executive Director/Manager must maintain clear and concise communications on a regular basis.

This includes:

- Preparing agendas
- Reviewing Staff meeting minutes
- Discussion on all matters for determining out of the ordinary actions, new directions, or representation of the organization
- All media-related communications



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