



## 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

