

Title: SANTA ROSA PLATEAU FOUNDATION -
COMMUNICATIONS – Board of Directors/Committees - Internal

Policy: Internal communications with and between fellow Board members, committee members and staff will be clearly defined and adhere to the highest ethical and professional standards.

Purpose: To encourage internal communication procedures that welcomes alternative perspectives, invites and encourages participation at all levels, minimizes defensiveness, builds and maintains camaraderie and a culture of respect and good will. To clearly define appropriate communication protocols including directives and “calls to action”.

Scope: Procedure shall apply to all activities of the Board and Board committees and will be included in the annual Board training and in new Board member orientation.

1.0 PROTOCOL

1.1 Board meetings are the primary means for addressing and resolving questions, concerns and issues.

1.2 To ensure issues and questions, subjects are included for Board discussion, all Board members are encouraged to submit topics for discussion for inclusion in Board agenda to the President/Executive Committee in advance of the Board meeting.

1.3 Should a Director’s questions, concerns, issues not be satisfactorily addressed at Board meetings, the following procedures applies:

- a. Contact President by phone or in person for one-on-one discussion.
- b. Should Director’s questions, concerns, issues still not be satisfied, the matter can be addressed with the Executive Committee. A special Executive Committee meeting can also be called by the President for further discussion/resolution.

1.4 Email is not an effective communication tool for discussion of important issues by individual Board members. Emails can be misinterpreted as they do not convey accurate tone, body language, mood nuances, and speech. Email “discussions” do not provide an opportunity for full and timely discourse that are clearly aired in a manner that everyone will benefit. Therefore, important issues will not be discussed online as that, in essence constitutes an unsanctioned Board meeting.

- 1.5 Admonishing and/or berating fellow Board members via emails or during Board and or committee meetings is considered unprofessional conduct resulting in the creation of a divisive atmosphere, thus distracting the Board from the Foundation's mission and conduct of Foundation business.

2.0 DIRECTIVES

- 2.1 Any directive to Board members that engages the members to action is the function of the President, Executive Director and/or Executive Committee designee.
- 2.2 Directives will be communicated so as to ensure proper recording of such directives and therefore limited to occurring at Board meetings. However, emergency or urgent matters may be communicated by email by the above-mentioned Board members. Email directives do not include actions requiring a vote by the Board of Directors, which must, by law, occur at a regular or special Board meeting.
- 2.3 Directives may be relinquished by the President or Executive Committee /Board officer, to the Executive Director or to a committee chair but not without the discussion and approval by the President and/or Executive Committee.