

**NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION  
POLICY REGARDING COMMUNICATIONS**

Policy Number: A010

**POLICY STATEMENT**

All communications will be professional, timely and will clearly represent the official position of the Association.

This policy sets our general communications policies. A comprehensive communications plan is scheduled to be developed in 2011.

**I. SPOKESPERSON**

Official information related to decisions and resolutions made by the Board and any other matters will be communicated to the media by the President or designate which may include the Executive Director.

**II. ANNUAL REPORT**

1. The Association will produce an Annual Report that will include the following:
  - a. President's Report;
  - b. Audited Financial Statements; and
  - c. Reports from Committee representatives, where applicable;
2. The Annual Report of the Association will be available on the Association's website.
3. The conference materials for the Annual General meeting will include the audited financial statement and any other necessary documentation from the Annual Report.

**III. WEBSITE**

The website will contain up to date information regarding association activities including but not limited to:

- operating policies;
- approved resolutions;
- upcoming events & activities;
- speeches, presentations, media releases, and calls to action on behalf of the membership; and,
- information regarding activities of each District Association as provided by its secretary/administrator.

**IV. MEDIA MONITORING**

The Executive Director will monitor media and emerging issues and prepare appropriate background information for the President and the Board as required.