



Policy #/Name: WCF Communication Policy

Date of Board Approval: March 2022

Policy Statement

The WCF fosters an environment which provides open, consistent, and regular communication with its stakeholders and vested parties.

WCF Secretary General

The Secretary General of the WCF shall ensure policies are followed and decisions taken with the appropriate timely and accurate information provided to allow informed decisions.

A monthly status report to all WCF Board Members and a regular update of the Forward Strategy operational plan including the annual budget shall be provided to the WCF Board.

Provide the Board with any public announcement or communication at least 24 hours prior to it being released. Where 24 hours is not possible, then an explanation and the Board being copied on the communication will be acceptable.

Provide the Board with any advance planning of media conferences pertaining to WCF events or any major news items about the WCF.

The Board will be included on the distribution list of any general correspondence to the Member Associations.

All stakeholder communication will be responded to within 72 hours if only to acknowledge receipt and to state that additional communication will be forthcoming.

WCF Board

The WCF Board is committed to maintain open and transparent communication with its Membership. The WCF Board will achieve this through regular consultation and feedback with all stakeholders. The WCF Board must remain cognisant of the needs and wishes of its Member Associations.

The WCF Board shall regularly provide Member Associations updates after Board meetings.

The WCF Board will ensure that all communication, addressed to them, will be responded to within 72 hours if only to acknowledge receipt and to state that additional communication will be forthcoming.

The President will make the bulk of public or press announcements. In the absence of the President, a Board member or the Secretary General may comment to the media but should try to give the President / other Board members prior knowledge of the content. Should time not allow for prior notification,

then notification from the Board member to the President and WCF Board is required stating that a media enquiry was answered and how it was answered.

Member Associations and Vested Parties

As with the Secretary General and the WCF Board, Member Associations and vested parties are expected to respond to communications by the stipulated deadline. In order to obtain further information, it is acceptable for Member Associations and vested parties to acknowledge receipt by the deadline and to provide the detail at an agreed later date having consulted with their membership.