



Cook Islands Sports & National Olympic Committee

COMMUNICATIONS POLICY

1. POLICY

Internal communication is managed in a way that ensures a record of decisions and actions are maintained and procedures are in place to promptly, clearly and accurately inform staff and Board members of events which affect their positions and responsibilities.

2. SCOPE

This policy applies to all Staff and Volunteers of CISNOC.

3. PRINCIPLES

- 3.1. Ensure that decisions are documented.
- 3.2. Ensure regular staff participation in planning, review and operational meetings.
- 3.3. Ensure effective communication of information throughout the organisation.
- 3.4. Ensure procedures are in place to control and review documents.

4. STAFF MEETINGS

- 4.1. Decisions and actions from meetings will be documented and monitored for implementation and all relevant staff will receive copies of meeting records in a timely manner.
- 4.2. Meetings will be held on a fortnightly or monthly and include the following:
 - 4.2.1. Updates on the programs progress and issues and/or opportunities for integration and shared activities.
- 4.3. Human resources updates.
- 4.4. Planning and review.
- 4.5. Operational matters.
- 4.6. Communication regarding new and/or a change in policies and procedures of the organisation will be carried out via written emails or memos.
- 4.7. Communication between meetings can take place verbally or via email.

EXTERNAL COMMUNICATIONS

5. POLICY

External communication is conducted in a way that ensures that the reputation of Cook Islands Sports & National Olympic Committee is maintained and that ensures that the goals and objectives of the organisation are clearly articulated. All statements or news releases to the media on behalf of the organisation are made by the Secretary General / Chief Executive Officer or a delegated authority.

6. SCOPE OF POLICY

This policy applies to all Staff and Board members of the organisation.

7. PRINCIPLES

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- 7.1. Ensure that a consistent approach is taken when staff or Board members are communicating externally about the organisation.
- 7.2. Staff are authorised to speak and are adequately informed when passing information externally.
- 7.3. Contacts with the media are conducted in a professional manner.

8. PROCEDURES

- 8.1. All public statements will be consistent with the organisation's Mission and Values.
- 8.2. The requested speaking engagement must directly relate to the Position description of the staff member who will be speaking and this must be authorised by the Secretary General / Chief Executive Officer.
- 8.3. Speakers will always speak positively about CISNOC to outside groups; any concerns will be brought to the attention of the Secretary General / Chief Executive Officer.
- 8.4. Requests by the media are to be directed to the Secretary General / Chief Executive Officer.
- 8.5. Media representatives must have verbal permission by the Secretary General / Chief Executive Officer to visit any sites and interview staff. At the Secretary General / Chief Executive Officer's discretion written permission may be necessary.
- 8.6. The Secretary General / Chief Executive Officer may, if relevant, contact the Board President before making any media releases.
- 8.7. In situations regarding funding and sensitive topics, the Secretary General / Chief Executive Officer may ask another staff member to be present to witness or record the content and/or discussion.

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