

Medicine Hat College Board Policy

Policy #: **GEA-06 Board Communications**

Effective Date: May 16, 2023

Next Mandatory Review Date: May 16, 2026

Frequency of Reviews: Every 3 years



1. HIGH LEVEL STATEMENT

The Board of Governors (the Board) is committed to timely, accurate, and complete communication with all stakeholders, including students, employees, industry partners, donors, governments, community organizations, media, suppliers, and the public. Board members' communication represents the best interests of Medicine Hat College (MHC), enhances the college's reputation, and advances the college's strategic priorities.

The communications practices of the Board of Governors are bound by the GEA-07 Code of Conduct policy.

2. PURPOSE

This policy supports consistent and clear communication practices related to MHC by Board Members.

3. SCOPE

This policy applies to the Board of Governors and covers all methods used to communicate with stakeholders, including, but not limited to, speeches and presentations, meetings, news releases, media interviews, print and digital publications, social media, website content, all forms of advertising, annual reports, newsletters, and emails.

4. PRACTICES

- Board members maintain the confidentiality of privileged information.
- Communications to the public are clear, timely, and accurate.
- Beyond formal meetings of the Board, board members respect established communication channels and direct any comment or question regarding staff to the President and CEO.
- All members of the Board speak with 'one voice' in communicating decisions of the Board.
- Board members respect and support the Board's approved decisions and positions in all subsequent public communication of these decisions and positions.

- Board members protect MHC’s integrity, which includes the dissemination of accurate, appropriate, non-confidential and non-proprietary information to the public and media.

5. RESPONSIBILITIES

All members of the Board will ensure that the Board conducts itself within the limits and for the purposes of this policy.

The Board Chair is the spokesperson for the Board. The Board Chair may appoint a member of the Board as a designated spokesperson in certain and limited circumstances.

6. RELATED INFORMATION

GEA-07 Code of Conduct

DOCUMENT HISTORY

May 2023 Policy Approved
March 2024 Reviewed – Revised Policy Approved