



## Board / Staff Communications Policy

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**Policy Name:** Board / Staff Communications Policy

### Policy Description:

The key function of the ORGANISATION NAME Board is organisational governance including setting and monitoring overall strategy, financial and risk management, staffing and other key policies. Day to day operational management is the responsibility of the CEO. This policy sets the guidelines for communications between the Board, its Committees, the CEO and other members of staff.

### Applies to:

This policy applies to ORGANISATION NAME's Board, its Committees, the CEO and other members of ORGANISATION NAME's staff.

### Definitions

|                               |                         |
|-------------------------------|-------------------------|
| ABBREVIATED ORGANISATION NAME | ORGANISATION NAME       |
| CEO                           | Chief Executive Officer |
|                               |                         |

### Relevant policy statements and/or principles

The Board of ORGANISATION NAME is responsible for:

- approving and monitoring the Vision statement and the Strategic Plan;
- setting a clear organisational direction;
- accommodating and reflecting the interest of the constituents in the present and future direction and activities of the organisation;
- progressive refinement of policies, priorities, funding arrangements and Board processes; and
- monitoring and review.

The Chief Executive Officer is responsible for:

- observance of the direction set by the Board;
- prompt implementation of Board policies and decisions;

- achievement of intended outcomes;
- the organisational structure, and the effectiveness of each part of it;
- staff, their appointment, management, directions, efficiency and discipline;
- reporting in accordance with Board requirements;
- timely advice to the Board on matters affecting it, whether or not specifically requested; and
- full accountability to the Board on all these issues and as specified by the formal Delegations of Authority.

These principles, and their adherence, aim to support a positive working relationship between the Board and ORGANISATION NAME's management and underpin the effective functioning of the organisation.

### Procedure

1. The Board (and each Board member) relates to and communicates with ORGANISATION NAME's management through the Chief Executive Officer, who may however, as a matter of mutual convenience, delegate another staff member to deal with or assist the Board, its Committees or individual Board members, either generally or on particular matters.
2. Notwithstanding any such delegation, the Chief Executive Officer remains responsible for the actions and performance of all staff members.
3. The Board acts as a corporate body only. No Committee of the Board or Board member may therefore give directions to the Chief Executive Officer or any staff member, except to the extent that:
  - the Board has expressly delegated its power in a specified area to that Committee or Board member; or
  - in the case of a staff member, the Chief Executive Officer has expressly delegated responsibility to a specified staff member to deal with that Committee or Board member in that area.
4. Mutual respect should at all times exist between Board members and staff, and recognition be given of the complementary roles of each.
5. The Board should seek and respect the advice of staff members, but must at all times make its own considered decisions upon the issue.
6. Any Board or Board member complaint regarding any staff member must be directed through the Chief Executive Officer and should remain confidential unless and until the Board for good and sufficient reason otherwise decides.
7. The Board may lay down such reporting requirements as it deems desirable, both generally and in a particular case.
8. The Board should also progressively refine its own processes, policies and protocols (including this statement) as need is shown to:
  - maximise efficiency and effectiveness;
  - remove doubts or difficulties;
  - clarify respective roles and responsibilities; and
  - let all parties know where they stand.

### Related Legislation, ORGANISATION NAME Documents and Other Documents

|                           |  |
|---------------------------|--|
| Legislation:              |  |
| Organisational Documents: |  |
| Other Documents:          |  |

### Policy Management

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|------------------------------------|--|
| Policy owner (role title):         |  |
| Role responsible for implementing: |  |
| Review arrangements:               |  |
| Next Review Date:                  |  |

### Document History

| Date         | Amendments                           |
|--------------|--------------------------------------|
| XX July 2021 | Policy created and endorsed by Board |
|              |                                      |