



CRC CHURCHES VICTORIA INC

(A0038450K)

Communications Policy

Preamble

This policy covers what is expected of State leaders and any delegates when it comes to communications under their control. It recognises that the modes of communication are increasing and so while this policy may refer to various modes they should be taken as examples.

Legal Considerations

Those passing on or approving of communications should be aware of implications as to whether a matter: is not complicit in anything illegal; is true (impacting on defamation); how it impacts upon privacy laws (not so much for pastors and people on the platform as public figures, but for other persons inadvertently in the lime light); and any intellectual property and copyright issues that may be relevant.

Where there is some doubt, seeking relevant permission would be wise, where that is possible.

Values Considerations

Communications should not be contrary to CRC Vision, Values, Ethics, Beliefs et cetera.

Requests

Each network will have a responsible person(s) managing dissemination and recipients/ members. Such people should not be burdened with posting material not relevant to the network. Eg State Council/Exec should carry state business; and a department departmental business. Sometimes there is some mutual benefit and that will be up to the up-line to evaluate that.

Where a communication mode makes it possible for members of the group to post directly to recipients, then, if there is a setting to make it viewable only after approval by a responsible person(s), usually an administrator, then that should be activated.

Administrators

Administrators other than the leader and the Secretary may be possible in some modes of communications. These would ideally be team members, or an executive or subcommittee of it so that there is appropriate oversight of the system.

Recipient/ Member List Review

It is advised for each network to upkeep/approve the recipient list, to ensure that it is appropriate, from time to time.

It is advised that any Privacy settings be reviewed from time to time to ensure it is as intended, which will usually be for the eyes of the recipient list only.

Where an extended committee have administrator status in a mode of communication, then care should be taken that approved recipients are appropriate to the group, and peer administrator feedback (communication) is recommended whenever it is thought an administrator's judgement may need fine-tuning.

Content

When the Secretary or relevant person receives content they may manage its inclusion as per aforementioned principles. It may be appropriate to include none, some, or all of the material, therefore a request to convey content may involve appropriate editing.

Content managers should not be obliged to process content simply because they know the person. For example, it is inappropriate that a pastor would solicit the state secretary to pass on to the state council list any advertising for an event in their local church. However, it may be appropriate for this to occur at a regional level, depending on the acceptance of such a protocol by those a party to that region.

Where relevant, it is advised that the content settings be reviewed from time to time to ensure they are set for recipients only as to posting and viewing.

Where it is possible, 'post settings' should be set to prevent viewing until approved by the responsible person(s).

Where an extended committee have administrator status in a mode of communication, then care should be taken that approved content is appropriate to the group, and peer administrator feedback is recommended whenever it is thought an administrator's judgement needs fine-tuning.

Reviewed 29/05/2014