

COMMUNICATION PROTOCOL POLICY

Policy Category: Communication
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Responsible Person: OFI Board Chair

Version: One
Approved by Board on: 11/10/2020
Scheduled Review Date: Sept 2025

Introduction

Vital to the integrity and credibility of OFI partnerships is the manner in which information is communicated from the field.

Any published material associated with partnership agreements, including but not limited to web sites, brochures, and digital media material, will highlight the organisation in the field.

For the purposes of relationally connecting supporters to the field, OFI believes that the preparation and publication of material is best served by those in the field.

Purpose

The purpose of this policy is to provide clarity regarding the preparation and distribution of published materials.

The policy provides clarity regarding the responsibility of all parties whilst creating flexibility for ongoing conversations regarding the distribution of published materials.

The policy also seeks to remove any confusion regarding the manner in which published material is prepared, edited and distributed.

COMMUNICATION PROTOCOL PROCEDURES

Responsibilities

The OFI board will appoint a Communication's Officer as required.

The Communications Officer will be responsible for:

- Maintaining the Australian sponsorship database as required by the Australian Government.
- Connecting supporters directly with the field through social media and email where possible.
- Continuing to be a point of contact for any supporters who do not use social media or email for communication purposes.
- Providing support / advice to individuals and organisations regarding in country projects and campaigns.
- Ensuring that in country published material is consistent with OFI's communications standards and policies.
- Preparation of OFI published material which supports its Mission and Strategy.

Related Documents

- Privacy Policy
- Social Media Policy

AUTHORISATION



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