



FEMALES IN TRAINING COMMUNICATIONS POLICY

In order to ensure the moral, ethical and factual integrity of information provided to the membership of Females in Training (FIT), the following communications policy will be applied to all communications issued by FIT.

General

All written communications produced for distribution to FIT members through any medium (paper, electronic, etc) is to be provided to the President for final clearance prior to distribution.

The Committee will be required to nominate an Alternate Clearance Officer (ACO) immediately following the Annual General Meeting so that, in the event that the President is not available, distribution of urgent communications is not delayed.

Where a communication is prepared by the President, it is to be presented to the ACO for clearance prior to distribution.

Should both the President and the ACO be unavailable, urgent communications can be cleared by two other executive members of the Committee.

Newsletter

The editor of the newsletter is to clear the article/feature list with the Committee prior to compilation of the newsletter. Additional items cannot be included without approval by the Committee.

Upon final drafting, the newsletter must be submitted to the President (or ACO as detailed above) for final approval of content. Once the President has approved the final draft, the content of the newsletter must not be altered in any way prior to distribution and posting on the FIT website.

As a general rule, the newsletter will not contain articles promoting business interests which are not direct and official sponsors of FIT. Should a business wish to include advertising material in the newsletter in the form of a feature, article, advertisement or other format, the Committee will determine whether the product or service is consistent with FIT philosophy. Should this be the case, the Committee will determine what arrangements will be made to recompense

FIT, such as monetary charge, discounts for FIT members or other arrangement determined by the Committee.

For sale and wanted advertisements will be included in the newsletter as long as the person submitting the advertisement is not representing a business and the items for sale or wanted are considered relevant to the FIT membership by the Committee.

All articles submitted for inclusion in the newsletter, whether by FIT members or other invited contributors, will be subject to editorial by the newsletter editor and/or the President. All articles in the newsletter must contain a "by-line". Anonymous articles will not be published.

The Committee reserves the right to refuse to publish any article it considers contrary to the spirit of FIT.

The newsletter will be distributed to FIT members four times a year. Dates for distribution will be determined by the Committee. Distribution of the newsletter can be delayed if copy is not received by the specified dates, if there is insufficient content or if it is not possible to obtain the necessary clearance within the timeframe specified for production of the newsletter.

Newsflash

Final copy of the newsflash must be cleared by the President or the ACO prior to posting and must not be altered in any way subsequent to that clearance being given.

The newsflash will be subject to the same advertising requirements as the newsletter.

The newsflash will be distributed to members on a weekly basis wherever possible, with additional newsflashes to be produced for matters requiring urgent distribution to the FIT membership.

Website

All information submitted for posting on the FIT website will be subject to the general provisions of this policy as detailed above, and the relevant provisions relating to the Newsletter and Newsflash.

Amendment

This policy can be amended by majority decision of the Committee following notice of motion at the Committee meeting immediately prior to the meeting at which changes are to be considered.