

<b>Policy Number:</b>	<b>1.4.5 Board Communications</b>
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**Relevant Statutory /  
Regulatory Linkages:**

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**Policy Statement (Intent and Scope)**

The Board recognizes the importance of clear, timely, transparent and effective communication processes with its internal and external audiences.

**1. Board Communication Principles**

The following Principles guide the Board’s Communications Policy:

- 1.1. Timely, accessible and transparent.
- 1.2. Complete, clear and readable.
- 1.3. Targeted and use of multi-media approaches.
- 1.4. Encourages feedback.
- 1.5. Regularly evaluated.

**2. Board Communication Formats**

- 2.1. Board communication will be primarily by electronic means, supported by hard copy or other means if requested by a Director of the Board or other party.
- 2.2. All external Board communications are to have the King’s University College logo and Vision and / or Mission on them with appropriate content information, and are to be signed by the Board Chair and / or the Principal as designated by the Chair. Consistent formatting and presentation of information is to be utilized where possible.
- 2.3. The Board will make its best efforts, within the resourcing available and circumstances, to ensure the timely and accurate delivery of its communications content.
- 2.4. The Board will ensure its best efforts to provide its communications in alternate formats to support individuals with learning, physical or intellectual disabilities.

- 2.5. The Board will develop its communication processes and content to be free of jargon, using simplified language that facilitates readability and understanding.
- 2.6. The Principal will ensure that the following materials are available and updated on a timely basis on the King's University College's website:
  - 2.6.1. Strategic Plan
  - 2.6.2. List of Directors of the Board and key Board contact information indicating name and year elected, and a photograph
  - 2.6.3. Annual Audit
  - 2.6.4. Annual Report (3 years)
  - 2.6.5. Meeting minutes and agendas for Board meetings, special Board meetings, and the Annual General Meeting.

### **Monitoring**

All planning elements completed as per prescribed time lines and processes with the Chair confirming completion and actions taken.