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.