



Communications Policy

1 Regulations

This communication policy is developed to support the strategic direction of Newport Yacht Club. It will be reviewed and approved by the Board of Directors.

The official spokespeople for Newport Yacht Club is the Commodore/President

The official spokespeople (or any alternate designate) for the organization may delegate in writing a media response to any member of staff, the Board of Directors, or a celebrity spokesperson. Any individual who has not been delegated to communicate with the media must not do so but must instead defer queries in accordance with this policy.

Upon appointment to his/her position, each official spokesperson will be provided with media training, if in the judgment of the Commodore/President, it is warranted.

In the case that one or more spokespeople are delegated, they shall be provided with a briefing session on the communication objectives, target audiences and main messages of the organization.

Individuals who are recruited and delegated for public speaking opportunities will be provided with copies of the communication policy as well as a briefing session on the communication objectives, target audiences and main messages of the organization. The organization may also provide speeches and presentation material.

All communication with the media, membership, government and the general public about Newport Yacht Club will be handled by the Commodore/President or an alternate delegated Official Spokesperson

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2 PURPOSES

The purpose of this Statement of Policy and Procedure is to outline protocols for communication planning and public relations activities.

3 SCOPES

This policy applies to the Board of Directors, Volunteers, and staff of Newport Yacht Club.

4 RESPONSIBILITIES

It is the responsibility of the Board of Directors to generate corporate communication plans that furthers the strategic and operational objectives of Newport Yacht Club.

Review and Approval:

The Communication Policy was reviewed by the Board of Directors of Newport Yacht Club

Date: March 1, 2023