



## Policy Library

### Communication

Approved by the General Assembly on Saturday, April 27, 2019

This policy is set in place to help the entire NDSA Assembly keep constant communication in a timely manner. Deadlines for certain documents are posted below and are expected to be followed by all members and officers of NDSA.

### DOCUMENTATION

#### **Agenda:**

- A. A preliminary draft agenda for the NDSA assembly ought to be distributed two weeks before the NDSA meeting date.
- B. A draft agenda for the NDSA assembly **must** be distributed one week before the NDSA meeting date.
- C. An official agenda must be distributed at least 24 hours before the meeting.

**Minutes:** Minutes from the NDSA meeting must be distributed one week after the meeting date.

#### **Rosters:**

- A. Drafted rosters must be submitted to the Chief of Staff one week before the NDSA meeting date.
- B. Official rosters must be submitted to the Chief of Staff one day before the NDSA meeting date.
- C. If late changes occur, you must notify the Chief of Staff before the meeting begins.

**Committee Minutes:** Chairs of committees are required to submit the minutes of their specified committee to the Chief Administrator no later than three (3) days after the committee meeting.

### CORRESPONDENCE

- A. All officers and head delegates must respond to any email regarding NDSA within one week of the email.
- B. All officers and head delegates must updated the Facebook page with necessary information that is intended to be shared with the assembly.
- C. All officers and head delegates must send any documents that will be shared with the assembly to the President or their designee at least one days before the NDSA meeting.



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#### **President:**

- A. Responsible for sending out the agenda to all head delegates and officers via Facebook and E-mail.

#### **Vice President of Finance and Operations:**

- A. Responsible for sending budget materials upon request.
- B. Responsible for maintaining contact while creating the next fiscal year's budget.
- C. Responsible for maintaining contact with the assembly while editing or changing anything in the Bylaws and/or Constitution.

#### **Chief Administrator:**

- A. Responsible for sending out minutes to all head delegates and officers via Facebook and E-mail as a word document (not PDF).
- B. Responsible for updating the website with any and all documents pertaining to the meeting at least 24 hours before the NDSA meeting for members to view for the meetings.
- C. Responsible for keeping archives of all documents on the NDSA Microsoft Office 365 SharePoint.

#### **Chief of Staff:**

- A. Responsible for communicating to all head delegates regarding hotels, food allergies, directions, etc.
- B. Responsible for maintaining constant communication with schools to reassure they have everything they need in order to be prepared for hosting NDSA meetings.
- C. Responsible for retrieving rosters and informing the host school of a tentative final count at least 2 (two) days before the NDSA meeting.

#### **Head Delegates:**

- A. Responsible for submitting rosters to the Chief of Staff.
- B. Responsible for communicating with the Chief of Staff with any questions regarding meetings or hosting meetings.



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### **PENALTIES**

If officers, head delegates or any other NDSA members do not follow this Communication Policy, a written report is to be sent to the Vice President of Communication who will then talk to the individual(s). If the problem persists further, the Vice President of Communication is to bring the written report(s) to the IAC who will then determine how to handle the situation. If the problem lies with the Vice President of Communication, written reports can be given to the Vice President of Finance and Operations. **Not following this policy consistently can possibly cause loss of officer position.**