



BOARD COMMUNICATIONS

Category:	BOARD GOVERNANCE
Policy Number:	BG-22
Board Approval Date:	June 26, 2025

Objective:	The purpose of this policy is to develop a communication protocol expressly for the Board of Governors (the "Board") outlining the parameters related to communication strategies and obligations.		
Scope:	It is important that the Board communicates only on issues within its authority. This policy will be applicable to all members of the Board (public and internal members). It will delineate the lines of authority and responsibility for the dissemination of communication in consideration of the Board's responsibility to Olds College of Agriculture & Technology (the "College") and its accountability to its stakeholders, including the internal community, the general public and the government.		
Definitions:			
Policy:	1.	The Board shall be guided by protocols to ensure that key stakeholders are informed about the Board's activities.	
	1.1	Information flow between the board and stakeholders should be two-way and should include the Board receiving feedback from stakeholders regarding its stakeholder engagement and communication strategies.	
		1.1.1	The President will communicate issues of reputational significance to the Board at the earliest possible opportunity.
		1.1.2	Board members shall be aware that their communications may be subject to Alberta's <i>Access to Information Act</i> and <i>Protection of Privacy Act</i> .
	1.2	Board members are able to use social media responsibly to build connections with community and stakeholders.	
		1.2.1	Social media messaging will be consistent with official College messages.
		1.2.2	Board members are required to observe all existing College policies and all Canadian and international laws concerning appropriate use of computers and social media platforms.



2.	Board members are bound by confidentiality obligations.	
	2.1	Any private use of information obtained in an official capacity that is not already in the public domain is inappropriate as it has the potential to conflict with a member's official duties or to compromise confidentiality.
	2.2	Board members shall exercise caution in the use of email and personal email accounts.
	2.3	Board members are bound by the confidentiality of information discussed in the in-camera session(s) as well as in Board Committee meetings. When inquiries are made about such matters, Board members shall refer the questioner to the President and/or to the Board Chair without comment.
INTERNAL COMMUNICATIONS		
3.	The Board Chair is the authorized spokesperson for the Board.	
	3.1	In the absence of the Board Chair, the Vice-Chair shall act as the spokesperson for the Board of Governors.
	3.2	The Board will speak with one voice, ensuring consistent messaging with the Board Chair's communications.
	3.3	The Board Chair is the focal point for communication between the Board and the President.
4.	Board members are encouraged to interact with employees in adherence to the subpoints below:	
	4.1	Board members will make their requests for key information through the Board Secretary, the President or the Board Chair rather than approaching employees directly.
	4.2	Employees shall approach the Board through the Board Secretary or the President on matters relating to governance.
5.	The Board will communicate information to the internal community in a timely fashion.	
	5.1	Highlights of each regular Board meeting will be prepared by the Board Secretary and provided to the President and Board Chair for review by the following Monday. The highlights will be posted to OC Connect within one week of the regular Board meeting.
	5.2	Board minutes will be posted to the Olds College website within one week of the Board meeting in which they are approved.
EXTERNAL COMMUNICATIONS		
6.	The Board Chair and the President are the communication channels to the provincial and federal governments.	



	6.1	Communication directly between Board members and government officials without first obtaining authorization from the Board Chair is discouraged.	
		6.1.1	As appropriate, board members will be provided with relevant facts and talking points on significant issues as well as on news, announcements, etc. to assist them in their role as College advocates and ambassadors.
Related Information:	BG-6 Board Code of Conduct Policy		
Related Procedures:			
Review Period:	3 years		
Revision History:	NEW: June 2025		