

The River City Irish Dance Parents Association Communication Protocol

The purpose of this document is to provide guidance to the RCIDPA for both internal (board and membership) and external (general public) communications. It is meant to demonstrate accountability to members and encourage communication that welcomes alternative perspectives, encourages participation at all levels, minimizes defensiveness, and builds and maintains camaraderie.

General Communication:

The President of the RCIDPA, or a representative designated by the President, shall have authority to communicate to the membership.

Forms of Communication:

Email – All email communication shall be routed through the RCSID teachers whenever possible; however, the President may, when deemed necessary, communicate via email directly to the membership. Member email addresses shall not be disclosed to the recipients, bcc: field to be used at all times.

Website – The RCSID has reserved space in the secure section of their website for RCIDPA information to be made available to the membership. The following information shall be made available on this web page for public disclosure in accordance with the SK Non-Profit Act (1995):

- annual financial statements
- RCIDPA bylaws
- articles of incorporation
- meeting minutes

Newsletter – There is space reserved on the bi-weekly RCSID newsletter for board related communication. All communication to be forwarded to the teachers 3 days in advance of the newsletter issue date.

Annual RCIDPA Report:

An annual report shall be produced for public disclosure. The annual report shall include the following, at a minimum:

- an explanation of the association's mission, activities, and results
- financial information, including income/expense statements, balance sheet and budget
- a list of board members, supporting staff and Sponsor/Donor recognition list
- an explanation of how individuals can access board information

The annual report shall be sent out in advance of the Annual General Meeting as part of the meeting notification in accordance with the notification period stipulated in the RCIDPA bylaws. The President shall be responsible for the preparation of the annual report and the report must be approved by the Board prior to release to the membership.