

1.0 Purpose

- 1.1 *The purpose of this document is to define the communication procedure for Columbia Community Foundation both during normal working conditions and in the event of the absence of Columbia Community Foundation's Board members, as defined in the Columbia Community Foundation Code of Regulations and within the Columbia Community Foundation Succession Policy, in a crisis event. The responsibility for properly and professionally representing Columbia Community Foundation and the Board is an important responsibility, which always must be fulfilled.*

2.0 Definition of Communication

- 2.1 *Communication is defined as any and all contact with individuals via telephone, cellular phone, e-mail, pager, electronic instant messaging, fax, and voice-mail while representing Columbia Community Foundation and the Board.*

3.0 Internal Communications

- 3.1 *All Board members are authorized and shall have direct communication regularly with the remaining Board members.*
- 3.2 *All Board members shall have direct communication through the use of telephone, cellular phone, e-mail, pager, electronic instant messaging, fax, and voice-mail first at each remaining Board member's primary business contact and then at their home, only in the case of a crisis situation.*

4.0 External Communications

- 4.1 *All Board members are authorized and encouraged to make initial contact communication with outside individuals and organizations (except the media and press), but all secondary and future contact communication shall be made by either the President or the Vice President, unless otherwise previously authorized by the Board.*
- 4.2 *If both the President and Vice President are absent, the responsibility of outside communication on behalf of Columbia Community Foundation and the Board becomes the duty of the next individual as defined in the Columbia Community Foundation Succession Policy, unless otherwise previously authorized by the Board.*

Columbia Community Foundation Communication Policy
Version 1.1

- 4.3 The rules covering all Columbia Community Foundation specialized external communications, like requests for interviews and for publication, are defined in the Columbia Community Foundation Interviewing and Publication Policy.**
- 4.4 All Board members shall be allowed direct communication, as defined in section 2.1, with the Board members including through the Columbia Community Foundation's listservers and lists.**
- 4.5 If a concern regarding the Columbia Community Foundation is presented to any Board member by an outside source, the member presented with this initial communication should encourage the individual(s) to address such concerns directly to the President or Vice President. Such communications should be reported to the President or Vice President**

5.0 Policy Activation

- 5.1 This policy becomes active and binding immediately.**

Ronald B. Krisko
Columbia Community Foundation
President

Deborah Hitchcock
Columbia Community Foundation
Secretary

01/13/10
Date:

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Date: