

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 Executive Council 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 Executive Council 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 Executive Council.*

3.0 Internal Communications

- 3.1** *All Executive Council members are authorized and shall have direct communication regularly with the remaining Executive Council members.*
- 3.2** *All Executive Council 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 Executive Council 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 Executive Council 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 Executive Council.*
- 4.2** *If both the President and Vice President are absent, the responsibility of outside communication on behalf of Columbia Community Foundation and the Executive Council becomes the duty of the next individual as defined in the Columbia Community Foundation Succession Policy, unless otherwise previously authorized by the Executive Council.*

**Columbia Community Foundation Communication Policy
Version 1.0**

- 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 Executive Council members shall be allowed direct communication, as defined in section 2.1, with the Executive Council members including through the Columbia Community Foundation's listservers and lists.*

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

06/17/08
Date:

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Date: