

1.0 Purpose

- 1.1** *The purpose of this document is to define the interviewing and publication procedures for Columbia Community Foundation. The responsibility for properly and professionally representing Columbia Community Foundation and the Executive Council's interests is an important responsibility, which always must be fulfilled by the Executive Council members, as defined in the Columbia Community Foundation Code of Regulations.*

2.0 General Rules

- 2.1** *The interests of Columbia Community Foundation must be protected whenever presented to non-Columbia Community Foundation Executive Council members. On the occasion that a Columbia Community Foundation Executive Council member is called upon to prepare documentation, brief non-Columbia Community Foundation Executive Council members, or be interviewed concerning Columbia Community Foundation, the views expressed must be in accordance with the goals and intentions of the organization. The guidelines provided in this policy should ensure that a reasonable level of uniformity and consistency between the different presentations of the Columbia Community Foundation.*
- 2.2** *Independent of the type of presentation, (interview, brief, or published documentation) the Columbia Community Foundation Executive Council should be made aware of the upcoming presentation. The Columbia Community Foundation Executive Council member and the Columbia Community Foundation Executive Council leadership representation should agree on the theme of the presentation.*
- 2.3** *Whenever a request for an interview or publication concerning Columbia Community Foundation is received by a Columbia Community Foundation Executive Council member, the President and Vice President should be contacted immediately and sought to handle the request and possible resulting interview or publication.*
- 2.4** *If the President and Vice President are absent, the responsibility of handling a request for an interview or publication 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.*

3.0 Interviews

- 3.1 *During interviews with members of the press, controlling the image of Columbia Community Foundation being presented can be difficult. Proper preparation for the interview will minimize the risk of embarrassment. Hence, all questions should be submitted in writing prior to the interview. The Columbia Community Foundation Executive Council leadership should review the submitted questions, agree on the predilection of the answers, and identify the appropriate interviewee.***
- 3.2 *During the interview, the demeanor of the interviewee is as important as the content of the answers. The interviewee should adhere to the following guidelines:***
- 3.2.1 Tailor answers to the expected audience and to the context of the interview. For example, if the interview is with a local newspaper, use simple sentences and basic facts to answer technical questions and focus answers on the benefits of the Columbia Community Foundation with respect to the specific question avoiding unrelated topics.
- 3.2.2 Questions concerning sensitive information should be avoided. The interviewer has the right to quote whatever the interviewee says, hence be on guard for questions seeking inappropriate information. The interviewee should never argue with the interviewer.

4.0 Briefs and Publications

- 4.1 *Briefings and publications create a permanent record of the speaker or author's views and opinions, hence such presentations required greater deliberation than interviews. The views presented must be in accordance with the views and attitudes of Columbia Community Foundation. Prior to the distribution of any briefing material or publication, the author must obtain authorization to distribute the material from the Columbia Community Foundation Executive Council leadership.***

5.0 External Communications

- 5.1 *All Executive Council members are authorized and encouraged to make initial contact communication with outside individuals and organizations, 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.***
- 5.2 *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 Interviewing and Publication Policy
Version 1.0**

***Columbia Community Foundation Succession Policy, unless otherwise
previously authorized by the Executive Council.***

6.0 Policy Activation

6.1 *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: