

**CUPE Nova Scotia Communications Policy For Committee Chairs and Committee Liaisons**

In order that proper communications are maintained by Committee Co-Chairs and Committee Liaisons, the following Communications Policy has been adopted by the Executive Board of CUPE Nova Scotia.

* CUPE NS Executive Liaison shall be copied on all e-mails and other correspondence between Committee Co-Chairs, Committee Members.
* The President, Recording Secretary and the Secretary-Treasurer of CUPE Nova Scotia shall be informed when Committees are meeting and Committee Co-Chairs shall seek approval for any such meetings from the President.
* Committee Co-Chairs shall inform the Secretary Treasurer of the requirements for meetings. ie. Accommodations, meeting space etc
* CUPE NS Executive Liaison keep the President abreast of the functioning of committees.
* The CUPE NS Executive Liaison will receive all minutes, written reports and all other documents from all Committee meetings, telephone conference calls or other events held by the committee within 30 days of such meetings etc.

*(This was sent out on December 13, 2005 as the communication process for Committee Chairs and Committee Liaisons – sent by e-mail on December 13, 2005 to Committee Chairs and Executive Board.)*

***Reviewed and amended by the CUPE NS Executive on July 14, 2021***