

## Policy Review Template

### Policy Title: Council Spokesperson Policy

Policy #: GC-16	Location: <a href="#">CouncilNet</a>
Reviewed by: Executive Committee	
Initial Approval Date: September 1997	Approved by Council: June 2016
Review Cycle: 3 years	Next Review Date: September 2023
Version History: (1997 / 2009 / June 2016 / September 2020)	

#### 1. Policy Purpose

The purpose of this policy is to clarify who should speak on behalf of [Council](#) ~~the College~~ at speaking opportunities including addresses to the education sector, community groups, parent councils, business organizations, standing committees of the Ontario Legislature, meetings with the Minister and media commentaries.

#### 2. Policy Statement

The Chair of Council or, in their absence or by delegation the Vice-Chair (or delegate), acts [as the](#) spokesperson for Council. ~~the College at official public functions and speaks on behalf of Council.~~

[The role of the Registrar and Chief Executive Officer \(or delegate\) as spokesperson for the College is outlined in a separate internal College policy.](#)

[The Chair's involvement in an event such as a faculty tour would continue with a focusing of remarks within the context of the Chair's role. Examples would include explaining the governance structure of the organization, the role of Council and its committees and the important work of statutory committees in dealing with various tribunals. The College staff would focus their remarks on the College mandate, the application process and the availability of various resources to support member applications.](#)

~~The Registrar and Chief Executive Officer's or, in their absence or by delegation the Deputy Registrar (or delegate), acts as spokesperson for the College in promoting and interpreting the College's legislative and regulatory requirements, policies and guidelines.~~

#### 3. Process

All formal invitations, speaking opportunities or requests for an interview [received by a member of Council](#) are to be directed to the Chair ~~of Council/Registrar in the first instance~~. The Chair ~~and Registrar~~ will consider each invitation [based on in light of the nature of the request](#), the [inviting organization situation](#), the level ~~degree~~ of knowledge or expertise required, and availability ~~in order~~ to determine if ~~they one or the other~~ will accept [the invitation](#) or delegate the responsibility to a qualified member of Council or staff.

The External Relations Team in the Policy and Research Unit is responsible for the co-ordination of all activity associated with the invitation including the preparation of a response to the inviting organization, the co-ordination of presentation materials including speaking notes, visual presentations and any social media notifications, and the briefing of

the designated spokesperson.

Invitations that are accepted will be reflected on the College's Activity Calendar. Arrangements may also be made to communicate our participation in one or all of the College's official publications including [our quarterly magazine](#), *Professionally Speaking/Pour parler profession*, our monthly e-newsletter, *Your College and You/Des Nouvelles de l'Ordre*, [and](#)/or via social media.

#### 4. Expenses

Those Council members who are requested by the Chair/~~Registrar~~ to speak on behalf of [Council](#) ~~the College~~ will be reimbursed for [all related](#) expenses.

Expenses will not be paid to Council members who attend and participate as individuals at meetings in their local communities.

Expenses related to speaking opportunities initiated by outside organizations should usually be borne by the inviting organization, however, each invitation and the costs associated with it will be reviewed by the Chair ~~and Registrar~~ on an individual basis.

#### 5. Evaluation

This policy will be evaluated every three (3) years or earlier as required by Council.