



IMPROVING MICHIGAN'S ACCESS TO GEOGRAPHIC INFORMATION NETWORKS

IMAGIN Policy 2007-01: IMAGIN Internal Communications Policy

As a volunteer organization, IMAGIN accomplishes its mission by focusing many of its continuing programs and activities within its committee structure. The IMAGIN Committees receive guidance and direction from the Board of Directors throughout the year as new goals and objectives are established by the Board members (the annual goal setting meeting and budgeting process are two examples). The committees deliver the valued services the membership receives and play an integral role within the organization. Committees perform the lion's share of the organization's work and without them the organization will cease to be sustainable. Communication is vital to ensuring understanding is maintained throughout the year and strengthens the networking benefits of the organization. This policy is intended to ensure communication is deliberate and directed at the appropriate leadership at the committee and board levels. In all cases, IMAGIN's leadership and Committee membership should adhere to this policy whenever practicable.

1. All communication initiated by a members of the IMAGIN Board of Directors to any Committees will be directed and/or copied to the respective Committee chairperson(s) and Board liaison(s). A copy of this message will also be provided to the IMAGIN Management.
2. All communication initiated by a member(s) of an IMAGIN Committee that requires the IMAGIN Board of Directors attention will be directed to all members of the IMAGIN Board of Directors' Executive Committee. A copy of this message will also be provided to IMAGIN's Management.
3. All communication initiated by IMAGIN Management to any Committee members will be directed and/or copied to the respective Committee chairperson(s) and Board liaisons.
4. Any communication not adhering to this policy should be immediately reported to the IMAGIN Management and members of the IMAGIN Board of Directors' Executive Committee.

Revision Date: August 3, 2007
Revision Number: 1.00

IMAGIN Policy 2007-01: IMAGIN Internal Communications Policy

IMAGIN is a 501(c)3 non-profit organization with offices at 416 S. Cedar Street, Suite C, Lansing, MI 48912
P: 517.338.3035x709 F: 866.298.2115 E-mail: info@imagin.org Web: IMAGIN.org

