

Procedure 4.1 **Internal Communications**

A. Intra-Board Communications Will Include:

1. Minutes
2. Committee and task force reports
3. Administratively significant issues (e.g., staff management issues)
4. Action or policy issues
5. Staff and/or Board changes
6. Policy changes
7. Time frames (e.g., for disseminating information; status of action items)
8. Expenses; IRI budget reports
9. The Board uses the dialogical process to manage any conflict

B. Board Privacy (motion passed 11.26.03)

Any new person to have access to board phone bridges, board email lists, board Wiki or Forum or other communications mediums for the Board, shall require approval of the full board prior to promising or giving such access. This policy applies to staff members, consultants, and any other party who are not presently Board members. The same policy shall apply to new persons accessing communication, sharing areas of standing/executive committees including Finance, Executive, Fundraising and Nominating.

C. Board to Membership Communication

Board and staff issues, and program issues (content; protocol for disseminating the content; method of dissemination) are discussed, clearly defined and voted on by the Board prior to communication to membership.

D. Electronic Newsletter (motion passed 2.10.03)

The IRI Electronic Newsletter is distributed weekly and composed of articles, announcements and "links." The description of the "links" are kept short, with electronic links to webpages (provided by the submitter) for any further details.

1. Policies for Usage:

- a. Any Certified Imago Therapist and member in good standing of IRI can utilize the E newsletter "links" page to advertise Imago-related only trainings, products, and services.

- b. Determining appropriateness of these offerings to the mission of IRI is the responsibility of the E newsletter editor, then the communications Committee, and then the Executive Board of IRI when necessary.
- c. The use of trademarks and copyrights on any linked site must comply with IRI policy and appropriate trademark and copyright law.
- d. To provide a "link" in the E newsletter is a member benefit and free to members in good standing of IRI. Posting of "links" in the E newsletter is also open to Affiliate Members of IRI.

2. Endorsement Policy:

- a. Any Imago-related only trainings, products and services advertised by anyone in the E newsletter are not an endorsement by IRI.
- b. Inclusion of articles, products and services in the E newsletter is a service to IRI members as a communications channel and not a promotion by IRI.

3. IRI Information Distribution Policies

a. RE: IRI Membership:

- 1. IRI does not engage in the selling or giving away of IRI email lists to anyone for any purpose. The purpose of the IRI Member Email list is to communicate with the membership.
- 2. It is possible for Certified Imago Therapists to promote their trainings, products and services through the E Newsletter. This is accomplished through using the IRI Member Email list as a channel and not by giving or selling the list.
- 3. IRI, for varying fees, will provide postal mailing labels of the membership in a variety of queries. Purchasers are required to sign a contract that the promotion or communication is for Imago Relationship Therapy related advertising only. The List Administrator of IRI, then the Communications Committee and then the Executive Board make this determination. Members can opt out of this policy by designating "N" to Mail list Distribution in their records.
- 4. IRI will provide a variety of communications options to members. Communication via email is highly encouraged, and the option of communications only through snail mail must be cleared by the Chair of the Communications Committee.
- 5. Lists of phone numbers of the membership are never provided except in the IRI membership manual distributed annually.

b. RE: IRI Faculty:

1. Members of the IRI Clinical Faculty are exempt from fees related to using the IRI mailing and/or email lists. However, faculty must follow the same Communications Policies as members of IRI.
2. Policy Exception: IRI will provide mailing labels and access to email distribution of Certified Imago Therapists and members of IRI for the purposes of supporting regional organizational development for new regional chapters of IRI at no fee. Queries would be at the discretion of the IRI List Administrators, then the Communications Committee and then the Executive Board.

c. Information Distribution for the Public:

1. IRI will provide contact information of those who have asked to be placed in the IRI Public Contact Database. These lists will be provided in the form of regional mailing labels and/or email lists in a variety of queries.
2. These lists are provided to members in good standing of IRI and at a nominal fee to cover administrative and database management costs.
3. Purchasers are required to sign a contract that the promotion or communication is for Imago Relationship Therapy related advertising only. The List Administrator of IRI, then the Communications Committee and then the Executive Board make this determination.