

## **Speech and Hearing BC Policy Statement & Procedures**

### **I.21**

#### **AREA: Governance**

#### **SUBJECT: Correspondence Regarding Official Comment or Position or using Speech and Hearing BC logo**

---

#### **POLICY:**

PC members, Committee Chairs, and Speech and Hearing BC staff must ensure that all correspondence in which official comments or positions are presented reflect current positions of the Association.

#### **PROCEDURE:**

- Committees will consult their respective Committee Directors when preparing any correspondence that expresses an official statement or uses Speech and Hearing BC logo. The Committee Director will advise the committee of any policies, position papers, bylaws or other official documents that might represent or contraindicate the correspondence.
- The Committee Director will consult with Provincial Council on any issues reflected in the correspondence that might cause controversy, and/or to ensure that it reflects the current position of the Association.
- Committees and Speech and Hearing BC staff will seek the co-signature of the President or designate on any correspondence that includes official position statements or uses Speech and Hearing BC logo.
- Any correspondence that includes official position statements or uses Speech and Hearing BC logo will be sent from the Speech and Hearing BC office or designate approved by the President
- The Speech and Hearing BC logo is for use by the Association. Members wishing to use the logo must seek permission in writing from PC.