



MASTER GARDENER FOUNDATION OF KITSAP COUNTY COMMUNICATIONS POLICY

BYLAWS OF THE MASTER GARDENER FOUNDATION OF KITSAP COUNTY ARTICLE 3.17 Standing or Temporary Committees

The Communications Committee is understood to consist of: a Chair, appointed by the Foundation President and approved by the Board; committee members selected by the Chair, and an ex-officio member of the Board. It is further understood that this committee shall include the Webmaster, graphic design layout editors and a publicity coordinator who will submit ads and announcements to newspapers and on-line calendars.

The Foundation President or an appointee, as approved by the Board, shall authorize the contents all other electronic or printed communications and then presents it to the WSU Kitsap MG Program Coordinator for the Coordinator's approval to process as applicable.

Communications Chair

The Chair will coordinate approved communications. The Chair serves as the interface between the communication requestor and the person who prepares the communication per the requestor's specifications.

When an advertisement or message advertises a Foundation event, it must include the current MG Program discrimination and disabilities clauses provided by the WSU Kitsap MG Program Coordinator. MGFKC and WSU MG Program logos should also appear.

The Website

The Website will contain the following:

- Board and Committee Chair information.
- Instructions on how to contact the Foundation.
- Copies of the Bylaws and Policies governing the Foundation.
- MGFKC Board minutes and financial reports for the past 12 months.
- The Mission statement of the Master Gardener Foundation of Kitsap County.
- Notices of Foundation fund raising events and such as Seminars, Plant Sales, etc.

Publicity

Publicity includes the following types of communications:

- Articles, advertisements and announcements in newspapers and magazines.
- Posters, brochures and flyers advertising events.
- Postings to on-line calendars