



## **APPARENT AUTHORITY/PUBLIC STATEMENT POLICY**

**Board Approval Date:** November 4, 2022

**Revisions:**

### **PURPOSE**

This policy is intended to safeguard USSD reputation and credibility by ensuring they are not misused intentionally or unintentionally by its agents - including volunteers and staff.

### **PROCEDURE**

1. It shall be the policy of the USSD that any communications on behalf of the society shall be official, at the direction of the President, Board, or designated staff.
2. NO official statements shall be made, either verbal or written that conflict with the position or policy of the society.
3. All volunteers serving in leadership roles should understand that by virtue of their position, any statements they make may be perceived as official and as being made on behalf of the society.
4. To control official communications, letterhead and business cards shall be for the use of the staff or others with the approval of the Board.
5. Exceptions may be made to the policy with prior written approval of the Board or Executive Director.