

Communication Policy

NoteWorthy Singers (“Choir”)

The purpose of this communication policy is to establish a clear framework for who, by whom and how information is shared. It ensures that all communications are coordinated, which is essential for the Choir’s reputation and achieving its goals. This policy clarifies roles and responsibilities providing a consistent approach to communication.

The following communication chart sets out who is responsible for message creation and distribution.

Target Audience	Message	Mode	Frequency	Role/ Responsibility
Board Members	Board meeting Agendas. Strategic plans	In person meetings, email communication	Weekly, Monthly OR as needed	President or as designated by President
Choir Members	Choir updates and important information including information about other musical events in the Region	Email Updates Internal Communication In person updates	Weekly OR as needed	President or as designated by President
General Public	Concert Information	Written advertisements Interviews	Prior to each concert or sing out	Event Committee designate
Sing Out Venues	Requests for Sing outs and confirmation of dates and requirements	Email communication, In person meetings	As Required	Event Committee designate
Guest Musicians and Professionals to assist in choir	Retaining professionals	Email communication or in person meetings	As required	Artistic Choral Director
Partners and Collaborators	Collaborative Events and opportunities	In person Meetings Emails	As Needed	President, appropriate Committee Chair or
Government and regulatory	Grant Applications	Official reports	Annually or as required	Treasurer

Communication Restrictions

- Non-Choir Communication will be permitted when it is advising choir members about other music events in the area that choristers may be interested in attending.
- Communication about events which are not a music event such as craft shows, will not be shared as choir communication.
- Flyers may be set out at rehearsals about upcoming non-music events for choir members to review and determine if the event is of interest to them, but no formal announcement will be made to the choir as a whole.

Responsibility

- All Choir members are responsible for adhering to the communication Policy.
- All Choir members will ensure the appropriate channels are used for different types of communication, and that communication is only made by the person designated in the Communication Policy