



POLICIES *and* PROCEDURES

Board of Trustees Policy Number:
BTRU 1.04

Date of Adoption/Revision: April 17, 2014

SUBJECT	OFFICIAL SPOKESPERSON FOR THE COLLEGE
AUTHORITY	Chair, Board of Trustees, President of the College
APPLICABILITY	Board of Trustees, Administration, Faculty, Staff and Students
PURPOSE	It is the goal of the Bennett College to maintain effective communications with the public, to convey the College's mission and ensure accurate information is provided to the public which may include college events, achievement, campus incidents, and issues of a controversial and/or sensitive nature.
POLICY	The Board of Trustees authorizes the Chair of the Board of Trustees is the official spokesperson for the Board and the President, or his/her designee, is the official spokesperson for the College and. In this role, he/she shall express the official college position on issues of college-wide significance.
PROCEDURES	<ol style="list-style-type: none"> 1. All request for information pertaining to college events, achievements, campus incidents, and issues of a controversial and/or sensitive nature should be referred to the Office of the President for review and determination of appropriate response. 2. Based on the nature and extent of the request, the President and/or Chair of the Board of Trustees will determine the appropriate response and respondent to the inquiry. 3. Administrators, faculty and staff should consult with the Office of the President if they have questions about releasing information, particularly information of a sensitive or controversial nature. 4. Faculty and staff are encourage to give interviews to the media when asked and provide information on matters within their field of expertise in a timely and courteous manner. The Office of Public Relations/Communications will coordinate all requests for interviews. 5. Copies and other documentation of interviews should be sent to the Office of Public Relations/Communications.

Replaces policy:

Date