



## **ADMINISTRATIVE PROCEDURES MEMORANDUM**

### **APC003**

### **Communications with Groups & Organizations**

**DATE OF ISSUE:** November 28, 2007  
**Revised:** N/A

**MEMO TO:** All Staff and Community Members

**FROM:** Director of Education

---

#### **PURPOSE**

The purpose of this document is to define for staff, the public and news media the protocols to be followed when a Group or Organization interacts with the Waterloo Catholic District School Board.

#### **REFERENCES**

**Board Policy I 001**, *“Mission, Vision and Values Statement of the Waterloo Catholic District School Board: Sharing Our Journey,”* (page 32): *“Our Organization ensures open disclosure at all levels of the system as well as invites constructive criticism and suggestions to bring about positive change.”*

**Board Policy IV 003**, *“External and Internal Relationships”* (part 1): *“The Director of Education will have communication guidelines in place to facilitate trustee, staff, volunteer, parent and community inquiries...”*

#### **BACKGROUND**

From time to time, groups and organizations seek interaction with the Waterloo Catholic District School Board on a wide variety of issues. In many cases, those groups or organizations -- through correspondence, other written documentation, or via a web page -- clearly identify their group mandate, Chairperson and executive committee members. In some cases, this information is not forthcoming from groups and organizations – even upon request the request of Board Administration and/or the media.

In order to comply with Board Policy and thereby ensure open disclosure at all levels of the system, the following administrative procedure is being implemented.

#### **PROCEDURES**

1. All groups and organizations seeking interaction with the Waterloo Catholic District School Board on issues concerning Waterloo Region’s Catholic Schools will be requested to provide written confirmation of the group/organization’s mandate as well as the names of its Chairperson/President/Leader and any members of its executive/leadership committee (or board of directors) in advance of any type of action by Board Administration.

#### **Review**

This Administrative Procedures Memorandum will be reviewed on a three-year cycle.