

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p style="text-align: center;">POLICY</p>	<p>WRHA GOVERNED SITES Applicable to programs, departments and services of the WRHA governed and integrated sites</p>		Level: 2A
	Policy Name: Board Spokesperson	Policy Number: 10.00.035	Page: 1 of
	Approval Signature: <i>Original signed by J. Wade, Board Chair</i>	Section: Governance & General Administration	
	Date: January 2012	Supersedes: New	

1.0 PURPOSE:

It is the policy of the Winnipeg Regional Health Authority Board (the Board) to have a uniform and consistent voice when communicating Board positions to Government, Media and the Public. This policy establishes the circumstances under which Board members and staff may speak on behalf of the Board.

2.0 DEFINITIONS: N/A

3.0 POLICY:

3.1 Board Spokespersons

- A. Individuals authorized to speak on behalf of the Board are the Board Chair and the President & Chief Executive Officer.
 - 1. The Board Chair and the President & Chief Executive Officer shall have the authority to act and speak on behalf of the Board consistent with formal positions taken by the Board.
 - 2. The Board Chair and the President & Chief Executive Officer shall have the authority to act and speak on behalf of the Board in instances in which a formal position has not been taken by the Board as long as the position taken by the Board Chair & President & Chief Executive Officer is consistent with previous Board positions.
 - 3. Any position taken by the Board Chair or the President & Chief Executive Officer which is inconsistent with previous Board positions shall be communicated to the Governance & Nominating Committee with a justification for having taken the position.
- B. The Board Chair shall have the authority to delegate to other Board members, authorization to speak on behalf of the Board, subject to A (1) above.

WRHA Policy Name: Board Spokesperson	Policy Number: 10.00.035	Page 2 of 3
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- 3.0
- C. The President & Chief Executive Officer shall have the authority to delegate to staff, authorization to speak on behalf of the Board consistent with A (1) above.
 - D. Board members who are serving as an official Board representative to a workgroup, task force or other entity are authorized to speak on behalf of the Board subject to A (1) above.

3.2 General Communication by Board Members

- A. All Board members shall have the authority and are encouraged to communicate and promote the work of the Board in a variety of forums as follows:
 1. Provide information about the general activities of the Board,
 2. Solicit input about Board activities and goals.
 3. Share information that is otherwise publicly available as per Policy 10.00.040 Public Access to Board of Directors and Board Documents. For example approved monthly Board Meeting Minutes.

Board members are not authorized to communicate about specific Board discussions and decisions which are not otherwise publicly available unless specifically authorized to speak on behalf of the Board, as per Section 3.1 above.

- B. All decisions and discussions occurring during In-camera sessions of the Board Meetings must be maintained in confidence.
- C. All Media Requests shall be redirected to the WRHA Director of Media Relations as per WRHA Policy 10.30.020 Media Relations. (Link - <http://home.wrha.mb.ca/corp/policy/files/10.30.020.pdf>)
- D. Board members have the right, as citizens, to communicate policy and advocacy positions. In doing so, the Board member must ensure that he/she is not representing the position as a Board position, unless the member has been specifically authorized to speak on behalf of the Board, per Section 3.1 above.

3.3 Response to Requests and Written Board positions

- A. Correspondence or communication of written positions in any format in the above situations shall be signed by either of the following:
 1. the Board Chair
 2. the Board Chair and the President & Chief Executive Officer jointly
 3. the President & Chief Executive Officer

WRHA Policy Name: Board Spokesperson	Policy Number: 10.00.035	Page 3 of 3
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- B. The President & Chief Executive Officer may issue/approve responses to Requests on behalf of the Board when such responses are in line with Board positions and would not be controversial among the majority of Board members.
- C. The President & Chief Executive Officer, at his/her discretion, may defer approval of correspondence or responding to a request until approved by the Board Chair or the Board as a whole.
- D. Written responses which are recognized as having the potential to be controversial by a majority of Board Members shall be subject to prior review and approval by the full Board. Where there is a need for a more immediate response, approval may be provided by the majority of the Governance & Nominating Committee through an in person meeting or a conference call.

4.0 **PROCEDURE:** N/A

5.0 **REFERENCES:**

WRHA Policy #10.30.020 Media Relations. (Link - <http://home.wrha.mb.ca/corp/policy/files/10.30.020.pdf>)

Policy Contact: *WRHA Chief Privacy Officer
WRHA General Counsel & Corporate Secretary*