



## FEATHER RIVER RAIL SOCIETY POLICY

# Volunteer Communications

*Effective Date:* 05/01/04

*Legal Review Date:*

*Next Review Date:* 05/07/20~~3025~~

*Replaces:*

[PM0016](#)

### **Policy Statement**

It is Feather River Rail Society policy to communicate with volunteers and members in an open, timely, professional, and accurate manner.

### **Overall Accountability**

The President and Board of Directors are responsible for issuing, updating, and monitoring compliance with this policy.

### **Scope**

This policy applies to all Member(s), Officer(s), Board of Director(s), and employee(s) of the Feather River Rail Society.

### **Definitions**

**Volunteers and Members** include the current membership and volunteers of the FRRS and subsidiaries.

**Communications** include the dissemination of information by use of video, printed materials, graphics, photography, slides, speeches, telephone, e-mail newsletters, and special events (including personal appearances by officers).

### **Implementation**

The Board of Directors (through the Chairperson) and/or the President, along with all Department Heads, is responsible for communications to all member(s) dealing with subjects of the Feather River Rail Society in any nature, and which are directed at the member(s).

### **References**

1. Policies and Procedures
2. Operating Department Procedures

Change Log:

Rev Number	Changes	By	Date
1	Initial Issue		5/1/2004
2	Changed to new format	Kerry Cochran	11/29/2017
3	Updated to reflect new review date add change log	Kerry Cochran	10/17/2021
4	<u>Updated to reflect new review date</u>	<u>Kerry Cochran</u>	<u>12/05/2025</u>