

Communications Policy

The following policy document is aimed at assisting the Communications Committee with guidelines and good governance on behalf of BOS.

Phase 1: Sourcing or Amending publications

1. All publications by BOS or its constituent Groups must come before the Communications Committee for content and outlay approval.
2. The committees remit is not to re-write publications but to check they adhere to:
 - a. Common sense governance principles, and
 - b. BOS style layout

If there is an issue, the publication will be sent to BOS Exec for an adjudication.

3. Communications Committee may request a publication from any of the relevant BOS Committees but will only do so with that Committee's engagement and consent.

Phase 2: Reviewing for publication

1. Publications should all go to the Communications Consultant in the first instance for
 - a. Content review and
 - b. General layout review
 - c. Printing quotes
 - d. Overall costings and future distribution
2. In the second instance, all publications must go to the Society Administrator for
 - a. Checking of duplication with any other BOS material, and
 - b. Proofreading

Phase 3: Print

1. The Society Administrator will communicate with Dodds The Printers on the final print run of ALL publications.
2. No other member of the Society will approve a print run without the approval of the Society Administrator.