

1.5 GUIDELINES FOR BOARD AND STAFF COMMUNICATION

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Purpose: The purpose of these guidelines is to create clear channels of communication in order to facilitate the optimal functioning of the International Association of Forensic Nurses.

Channels of Communications: In general, any official communication is best served when it occurs from Member to Member or Staff to Staff.

A. Communication Between the Board and CEO

1. All requests for new or additional duties for the CEO will come directly from the President of the Board
2. All communications dealing with volunteer activities will come through the President unless otherwise directed.
3. Any board member may communicate directly with the CEO if the President is immediately unavailable and the matter concerns an issue where time is of the essence.
4. When a board member is assigned to work directly with the CEO on a specific project, communication about that project may go directly to the CEO.
5. If an issue arises between a Board Member and the CEO, the Board Member should first discuss the issue with the CEO. If the Board Member does not feel this is possible or appropriate, or if the issue remains unresolved, concerns should then come to the President.
6. If an issue arises between a Board member and the President, the concerns should be discussed directly with the President. If the Board member does not feel this is possible or appropriate the Board member should contact the President-elect.

B. Communication involving Tasking the Staff of IAFN

1. The CEO will be responsible for assigning any duties to the Staff of IAFN
2. If a board member has been assigned to work with a staff member on a specific project, limited assignment of tasks can be made directly to the staff member for the purpose of completing the project.
3. The staff member should ask for approval from the CEO if the task will require a substantial amount of his or her time or resources.
7. If an issue arises between a Board Member and a staff member, the Board Member should first discuss the concern with the Staff member. If the Board Member does not feel this is possible or appropriate, the Board Member should then speak to the CEO.

C. Communication between Other Entities within IAFN

Guidelines for communication for Committees, Chapters, Councils, JFN, FNCB shall be determined by polices created for each entity.