



Thompson Beach Progress Association Inc.  
ABN: 42 659 900 987

PO Box 148, Dublin SA 5501  
Phone: 0456 255 379  
Email: tbpa-1@hotmail.com

## **TBPA Communications Guidelines – Updated June 11, 2020**

The purpose of these guidelines is to provide TBPA Committee members understanding and guidance for the appropriate use of communications while fulfilling their roles.

1. An agenda is to be sent out a few days prior each meeting with any relevant information as attachments to assist with prioritizing and to minimize rehashing.
2. Committee members to submit agenda items for consideration at least a week prior to the meeting.
3. Draft minutes to be sent out within 7 days of the meeting that they concern – so they can be properly reviewed while the meeting is still relatively fresh in our minds and adjusted prior to the following meeting where necessary, enabling rapid acceptance and subsequent publishing online.
4. Finalised minutes to be sent by Secretary to TBPA web site administrator in PDF format for publishing on TBPA web site. Minutes to be published on the site within two days of receipt from Secretary.
5. Email updates will be provided between meetings where required in order to keep Committee members up to date.
6. A centralised form of TBPA/Subcommittee project, minutes and general communications/documents record-keeping has been established and will be made accessible online to all committee members, and the member/s responsible for whatever project will have the ability to update these documents.
7. Email should be the preferred form of written communication outside of meetings for internal TBPA business, allowing for better record keeping. A special effort should be made to ensure these communications are clear, reducing the risk of misunderstanding or the recipient missing important points.
8. Direct written communications received by a Committee Member from another Committee Member should be acknowledged/responded to in a timely and appropriate fashion where feedback has been requested or questions asked. However, it should also be kept in mind that each Committee Member has varying time resources available; so requests for information should be carefully considered.



Thompson Beach Progress Association Inc.  
ABN: 42 659 900 987

PO Box 148, Dublin SA 5501  
Phone: 0456 255 379  
Email: tbpa-1@hotmail.com

9. In certain cases, in communications between the Executive and other committee members where acceptance of an email's contents is requested, it will be assumed to have been accepted if a response is not forthcoming within 7 days.
10. When sending another committee member information to follow up, include a link to the source wherever possible instead of screenshots.
11. Internal email/online discussions carried out between TBPA Committee members outside of meetings should not be forwarded or otherwise communicated to third-parties, unless all parties in the conversation approve. There needs to be some level of privacy assured to encourage these forms of discussion and enable views or an official TBPA stance on any particular topic to properly develop.
12. When Committee members are communicating with other parties, including government agencies, no representations should be made/IMPLIED that the views expressed are those of the TBPA unless appropriate consultation has first occurred with the TBPA Committee.
13. Details of events and news to be included on the TBPA web site to be emailed at least a week before they are due to occur; incorporating basics of who, what, when and where.
14. Web site enquiries to be addressed within 2 business days of being forwarded to the Committee member responsible for the nature of the enquiry.
15. If the TBPA establishes a publicly accessible social media presence in the future, we'll need solid guidelines developed separately for how we engage with the community, visitors, potential visitors and others via that medium in place before that occurs.
16. A program of dates/tasks for working bees should be developed well in advance so Committee members and members of the community can plan around those dates. Dates can be added to the web site calendar and communicated via the Shorebirds, Shed chalk boards, etc.
17. The Association reserves the right to not respond to email communications that contain personal attacks, in accordance with the Constitution.