

Name of organisation

Media Policy

Name of organisation Believes that our sector and the organisations in it can benefit from building relationships with the media and getting our stories – especially the good work we do – into the media.

However because the media can get things wrong or information can be used poorly we need to take care that we cover ourselves by having the following policy:

1. All media releases from *name of organisation* staff are to be approved by the Manager and communicated to the board.
2. Media statements by the Chair or other board members will be made in consultation with the Manager
3. If media are to be present at a meeting facilitated by *Name of organisation* the participants must be informed and where appropriate the meeting must give consent.
4. Media will be asked to submit articles for approval prior to publication.

Policy approved at meeting of *Name of organisation* (date).

Reviewed and approved:

Next review: