

SURVIVORS TOGETHER

POLICY ON PUBLICITY, FUNDING AND STRATEGY



Scope of Policy

This policy covers:

- All publicity relating to Survivors Together, including information posted on public online sites, and information about Survivors Together not online, for instance posters and flyers.
- Information given to the press
- Decisions on activities carried out under the 'umbrella' of Survivors Together
- Activities which require funding
- This policy relates to trustees, paid staff, volunteers and members of Survivors Together
- Publicity requested by funders

Rationale

Survivors Together, in part, relies on members, volunteers and staff having good ideas, and this policy is not intended to restrict imagination and initiative in any way, however:

- It is necessary that all information in a public forum relating to Survivors Together is consistent and reflects accurately the aims of Survivors Together.
- It should be known by the Director and trustees of Survivors Together how the charity is publicised.
- The Director, steering group and trustees need to be aware of the range of activities Survivors Together are involved in, and have an oversight, including risk assessment, resource implications and funding implications.
- The Director should be aware of proposed activities which have funding implications, and activities should not proceed without funding being in place.

Procedure

1. Any contact from the press should be passed to the Director.
2. In the first instance any proposed new activity or publicity (whether or not this is online) should be discussed with the Director

3. The Director will take action including:

- Indicating whether in her opinion this would be an appropriate activity, and what needs to be in place for an activity to take place
- The Director will pass suggestions for new activities to other staff, fundraiser, the steering group, or trustees as appropriate.

4. Any proposed publicity and press releases, or posting on public online sites should be agreed with the Director and the funder. Publicity must maintain members confidentiality.

5. Failure to follow this policy:

- a) for staff , this could result in a disciplinary procedure.
- b) volunteers and members may be required to explain their actions to the trustees.



Survivors Together