

# N . Z . F . R . S Communication

## FEDERATION COMMUNICATION

### PURPOSE:

To ensure that all correspondence is correctly directed, so that all matters are dealt with quickly, efficiently and effectively.

To ensure communication to and from the Board and/or Sports Committees is handled in an orderly and efficient manner.

To ensure that Board members have adequate time to give proper consideration to issues arising, prior to meetings.

### PROCEDURES:

1. Ensure that correspondence is received by the National Office at least 7 days in advance of a scheduled and published meeting. Correspondence received after this time may be held over for the next scheduled meeting. However, with agreement an urgent situation may override this rule.
2. All Correspondence and payment of Federation Fees, Affiliation and Team accounts must be forwarded to the Secretary of the NZFRS.
3. All correspondence pertaining to Sports Committee Business must be forwarded to the respective Sports Committee, to ensure that all correspondence is received promptly by the Sports Committees for immediate attention.
4. All correspondence to Board Members and the Treasurer should be forwarded to the Secretary the NZFRS.
5. Formal inwards and outwards correspondence, including e-mails are to be listed for circulation to Board members preferably 7 days prior to a Board meeting. This can be done on a monthly basis.
6. Emails must be consistent with acceptable business practice, which includes ensuring that usual standards of business language and conduct are followed. Formal correspondence should be on the appropriate NZFRS letterhead.
7. Care should be used with what is said in emails so as not to commit NZFRS/Regional/Area/Sports Committees beyond the level of the author's authority, and to avoid embarrassing NZFRS.

Approved	February 2007
Amended	March 2011