

CAI-GRIE Chapter Spokesperson Guidelines

Adopted March 24, 2015

The following guidelines are established to help clarify the role and authority of authorized chapter spokespersons, and to apprise chapter board members, staff and volunteers of the same.

1. CAI-GRIE has designated chapter spokespersons. Only authorized chapter spokespersons may make public statements to the news media on behalf of CAI-GRIE. Such public statements may involve topics including, but not limited to, CAI-GRIE's business, programs, policies, positions and procedures.
2. If someone from the media approaches you and asks you for a comment, you should tell them that you are not authorized to speak for CAI-GRIE. Please direct such inquiries to the CAI-GRIE Executive Director who, as a consistent point of contact and an authorized chapter spokesperson, will respond or put the media representative in touch with another CAI-GRIE authorized spokesperson.
3. The CAI-GRIE President has the authority to represent the Chapter and act in its name in accordance with the declared policies of the Chapter and CAI (Chapter Bylaws, Section 5) and is an authorized chapter spokesperson. The President-elect has the authority to perform the duties of the President in the President's absence or inability to act as spokesperson. (Chapter Bylaws, Section 6)
4. The Executive Director, President and President-elect are the authorized general spokespersons for CAI-GRIE. However, specific circumstances and the nature of a particular media inquiry may make comment by an alternate authorized spokesperson appropriate and/or preferable. Such circumstances may include inquiries involving legislative support activities or other matters with which an alternate spokesperson may have greater familiarity. The Executive Director, President and President-elect may exercise reasonable discretion in identifying and authorizing such alternate spokespersons as needed.
5. These guidelines are intended to complement, but not replace, the Procedure for Chapter Media Involvement, as may be revised from time to time, issued by CAI's California Legislative Action Committee (CLAC), a committee of CAI National.