

Aro Valley Community Council Incorporated (AVCC)

Communications Policy

April 2013

Purpose:

To set out the intentions of the AVCC in respect of all publicity and communication in its name, including all publications owned by or published in the name of the AVCC.

Media statements

- Statements to the media will usually be made by one of the co-chairs
- Other members of the AVCC may make comment to the media by arrangement, e.g. on specific subjects they hold responsibility, where agreed by the co-chairs or the committee.
- Spokespeople shall endeavour to ensure that any statements are in line with AVCC policy, and where possible, have been agreed by the AVCC.
- Media comment should not bring the AVCC into disrepute, and should avoid being offensive or defamatory (Defamation: to lower someone's reputation, or expose them to hatred, ridicule or contempt).

Valley Voice

- The Valley Voice is owned by the AVCC. Its aim is to keep the Aro Valley informed on matters of local importance, including the activities of the AVCC.
- The editor(s) should try to include as much news about Aro Valley as possible, along with comment, opinion, letters, illustrations and other material as they see fit. The AVCC's preference is that, where space is limited, AVCC publications prioritise news and information over comment or fictional material; otherwise editorial choice is left to editorial discretion.
- The Valley Voice should endeavour to present a range of views, particularly on contentious subjects. In particular, the editor is free to comment on or question AVCC or its officers as he or she sees fit, provided they make clear their views are their own and do not reflect AVCC policy.
- The views expressed in the VV of those of its editor, and the AVCC takes no responsibility for them.
- The role of editor(s) is a voluntary one, and the appointment(s) must be agreed to by the committee. The editor(s) is/are appointed for one year, with renewal yearly at the

AGM. The editor(s) may be removed without notice by the AVCC at a special general meeting.

- The Valley Voice will accept advertising of relevance to the local community. Advertising should be no more than one page, with up to another half page at the editor's discretion. Priority should be given to local businesses. Public notices shall be by koha. Any revenue from advertising will be processed by the AVCC and treated as general income. The AVCC reserves the right to refuse advertising on any grounds.
- The editor(s) shall arrange printing at a suitable place and rate, with a preference for local businesses.
- Distribution of the VV shall be arranged by AVCC.
- The editor shall endeavour to publish once a month for at least 11 months, early in the month, in order to include latest news from the previous month's AVCC meeting.

Approved in AVCC Meeting Dated:

Approved _____ (Date) _____

AVCC Co-Chair

Approved _____ (Date) _____

AVCC Co-Chair