

MANZ ¹Channels of Communication Policy for MANZ Council and Staff

According to the Constitution, the Executive Officer shall be responsible for the efficient and effective management of the Association in consultation with a Management Team. The Executive Officer may also be delegated the functions of Secretary and Treasurer of the Association.

Therefore to ensure that the lines of communication are clear to all Council and staff members the following process is to be followed:

MANZ Council members and staff recognise that only the President or Executive Officer can act as official spokespersons for MANZ. Therefore, Council members and staff are not authorised to speak on behalf of MANZ unless approved to do so by President or Executive Officer.

All Council members need to be aware that any comments they make may be deemed to be them speaking on behalf of MANZ so caution should be exercised.

Council

All communication from Council to MANZ staff will be communicated through the Executive Officer.

Any concerns a Council member has is to be discussed, in the first instance, with the President. The President will assist with resolving the concerns with all parties concerned.

Staff

Communication from staff to Council members will be communicated through the Executive Officer.

Any concerns a staff member has is to be discussed in the first instance with the Executive Officer. If the staff member is dissatisfied after the meeting, the staff member may discuss with the Staff Liaison Officer. The Staff Liaison Officer will assist with resolving the conflict with all parties concerned. The President will be made aware of all concerns.

Any concerns the Executive Officer has, in the first instance, will be discussed with the staff member. If concerns still continue the Executive Officer will discuss with the President with possibility of the Staff Liaison Officer being involved.

The process for resolving any employment issues is outlined in individual staff contracts.

¹ Ratified May, 2018
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