



# East York Soccer Club

## Communications and Feedback Policy

### **Purpose:**

Proper communication within the East York soccer Club is vital to our success. These policies have been created to ensure that a minimum level of communication is maintained within the Club and to the Membership. This ensures that the Club responds adequately to all feedback – positive and negative – in a timely manner and that appropriate action is taken where necessary.

### **Policy:**

The frequency and timing of Annual General Meetings (AGMs) and Special General Meetings (SGMs) are set out in the Club's Constitution.

Board of Directors: Board Meeting minutes will be made accessible to the Club Members through the Club office.

The Club will endeavour to ensure that the minutes are available within two weeks of their approval at Board meetings.

Where possible, the agenda for the upcoming Board meeting should be made available to the Membership prior to the meeting.

Any Sub-Committees of the Board shall report to the Board monthly and regular updates are provided to the Membership of the progress of the sub-committees through Board Meeting Minutes.

The Club Constitution and all Policies and Procedures are available to Club Members.

### **Membership Communication:**

Informally, throughout the year, there will be cause to communicate Club activities and events to the general Membership. To facilitate this, the Club will update and maintain the website.

**Portfolio Contacts:**

Contact information for Directors of the Board and the Club's staff is posted on the website. This contact information is also available at the Club.