



**The Milestone Society**

## **EXTERNAL COMMUNICATIONS POLICY**

Individual members of the Society may communicate on their own personal behalf and this is very much encouraged in order to increase the awareness of milestones and their preservation and conservation.

However, only persons authorized by this procedure are allowed to represent the Society in external communications. This is in order to minimize risk to the Society, to protect the Society's reputation and to ensure compliance with the Society's constitution, policies and procedures.

### **1. Persons authorized**

1.1. Trustees

1.2. Honorary Officers

1.2.1. Chairman

1.2.2. Vice-chairman

1.2.3. Hon Secretary

1.2.4. Hon Treasurer

1.3. Other committee members

1.4. Those persons with advisory and supporting roles, as defined at the Annual General Meeting, but only within the remit of their role and not otherwise

1.5. County Contacts, but only with regard to matters concerning their own geographic area and not otherwise.

### **2. Protocol for external written communications representing the Society**

2.1. The signature line must include the words 'The Milestone Society'

2.2. The signature line must include the position or role of the person in the Society

2.3. The signature line may optionally include the Society logo

2.4. The signature line should include contact details.

### **3. Policy Review and Approval**

The Society will review this policy at least every three years

Rev 1 approved 02 December 2023