



Communication Policy between Non-Board Individuals and the Foundation Board

Preamble:

The Ottawa Jewish Community Foundation holds an Annual General Meeting each year where opportunities arise for members to put forth questions and/or comments regarding Foundation related matters.

As non-board individuals (both members and non-members of the OJCF) may wish to communicate with the Foundation Board at other times during the year, this policy will outline the communication process for when such cases arise.

The Communication Process

- General inquiries are initially answered by the Foundation Associate and/or the President.
- Members or prospective members of the Foundation shall be given the opportunity to schedule appointments to personally meet or speak with the President or Foundation Chair.
- It is preferable that all inquiries, concerns or requests be submitted to the Foundation in writing.
- The President shall determine if he/she will reply to the individual or to share the correspondence with the Foundation Chair to discuss the subject matter brought forth by the individual.
- If a response cannot be accommodated promptly (within a maximum of two weeks from the date the correspondence is received), the individual shall be informed of the situation and of the reason for the delay in responding to their inquiry, request or concerns. This may be done verbally or in writing.

If a non-board individual would like to address their questions and/or concerns before the Board of Directors of the Ottawa Jewish Community Foundation, the process for making this request is outlined in the following the policy: Addressing the Board at a Board meeting.

The policy above was approved by the Board at a scheduled Board meeting on May 25th, 2009.