# SOP No.5

# Communication with Chapters & Members.

Effective organisations require good communication. The Executive Committee communicates to members through the Journal, but this alone is not sufficient. The procedures detailed will ensure chapters and members are fully aware of all Guild activities. Formal communications with Chapters and members should consist of:

1. The Honorary Secretary should inform Chapter Officers of their right to nominate a representative to Executive Committee meetings, with a right of audience, but no right to vote. Such communication should advise Chapter Secretaries to email the Guild Secretary, who will include them in the invite to the next meeting.
2. The Honorary Secretary will issue a regular report to Chapters and members outlining topics discussed at Executive meetings, decisions made and any update on work in progress.
3. Any changes to Guild insurance cover will be notified to Chapters immediately.
4. Chapters must apply in writing to the Executive Committee for each proposed event outside their normal Chapter meetings.
5. The Executive Committee may prepare a calendar of events and publish this in the Journal, in communication to members or on the Guild website.
6. Chapter committees may be asked to submit an annual report to the Executive Committee.

The overriding principle governing communications should be to keep Chapters and members fully involved in their Guild.