

PEOPLE'S PLACE

Internal Communications Policy

Approved By: Board of Directors
Review/Revision Date: 4/01/2020

I. PURPOSE

The purpose of this policy is to ensure that information is shared among agency programs and services existing within People's Place.

II. POLICY STATEMENT

It is the policy of People's Place to maintain systems and conduct activities that provide information and service integration.

III. APPLICATION

This policy applies to all People's Place staff and volunteers.

IV. DEFINITIONS

None.

V. STANDARDS

- A. Routine Program Director meetings will be held where Program Directors will share program information and discussions will take place regarding other agency-related information. Minutes of such meetings will be maintained in Administration.
- B. Programs will provide written quarterly reports to the Board of Directors.
- C. Newsletters will be distributed to all staff bi-weekly. Newsletters will include agency and program specific information.
- D. Individual programs will hold routine staff meetings. Minutes of such meetings will be maintained by the programs.

VI. REFERENCES

None.

VII. EXHIBITS

None.