

COASTCITYCOUNTRY TRAINING

COMMUNICATION POLICY

BOARD POLICY NO 1.0



- 1/ The Board is responsible for:
 - Ensuing the organisation's Inheritance lives on;
 - Approving and monitoring Vision, Mission and the Strategic Plan
 - Setting a clear sense of direction;
 - Accommodating and reflecting the interest of the constituents in the present and future direction and activities of the organisation.
 - Progressive refinement of policies, priorities, funding arrangements and Board processes; and
 - Monitoring and review.

- 2/ The Chief Executive Officer is responsible for:
 - Observance of the direction set by the Board;
 - Prompt implementation of Board policies and decisions;
 - Achievement of intended outcomes;
 - Reporting on the organizational structure, and the effectiveness of each part of it;
 - Staff, their appointment, management, directions, efficiency and discipline;
 - Management of Medical Educator Contracts with each Local Training Group
 - Reporting in accordance with Board requirements;
 - Timely advice to the Board on matters affecting it, whether or not specifically requested; and
 - Full accountability to the Board on all these issues.

- 3/ The Board (and each Board member) relates to and communicates with the administration through the Chief Executive Officer, who may however, as a matter of mutual convenience, delegate another staff member to deal with or assist the Board, its Committees or individual Board members, either generally or on particular matters.

- 4/ Notwithstanding any such delegation, the Chief Executive Officer remains responsible for the actions and performance of the staff member.

- 5/ The Board acts as a corporate body only. No committee of the Board of Board member may therefore give directions to the Chief Executive Officer or any staff member, except to the extent that:
 - the Board has expressly delegated its power in a specified area to that Committee or Board member; or
 - in case of a staff member, the Chief Executive Officer has expressly delegated responsibility to a specified staff member to deal with that Committee or Board member in that area
- 6/ Mutual respect should at all times exist between Board members and staff, and recognition be given of the complementary roles of each.
- 7/ The Board should seek and respect the advice of staff members, but must at all times make its own considered decision upon the issue.
- 8/ Any Board or Board member complaint regarding any staff member must be directed through the Chief Executive Officer and should remain confidential unless and until the Board for good and sufficient reason otherwise decides.
- 9/ Any Registrar Complaint about the actions of the CEO, a Medical Educator, Supervisor or staff member must be directed through the Chief Executive Officer to the Board and should remain confidential unless and until the Board for good and sufficient reason otherwise decides.
- 10/ Any Supervisor or Medical Educator Complaint about the actions of the CEO, staff members or a Registrar must be directed through the Chief Executive Officer to the Board and should remain confidential unless and until the Board for good and sufficient reason otherwise decides.
11. The Board may lay down reporting requirements as it deems desirable, both generally and in a particular case.
- 12/ The Board should also progressively refine its own process, policies and protocols (including this statement) as need is shown to:
 - Maximise efficiency and effectiveness;
 - Remove doubts or difficulties;
 - Deal with conflict of interest issues promptly
 - Clarify respective roles and responsibilities; and
 - Let all parties know where they stand.
- 13/ Adherence to these principles will assist to maximize the effectiveness of the Board operations, CoastCityCountry Training Limited's administration,

and the medical education delivered in the region, as well as increase the sense of teamwork between us all.

CoastCityCountry Training Limited
Last reviewed May 2007