

PATHWAYS ABILITIES SOCIETY

PROCEDURE: MEDIA

Applies to: All Personnel and Volunteers

Original Effective Date: May 30, 2005

Effective Date: January 28, 2013

Replaces Procedure Dated: September 12, 2011

1. Refer all calls/inquiries to the executive director immediately.
2. If the executive director is not available, immediately refer calls/inquiries to the activity quality assurance manager (AQAM) or his or her designate.
3. The AQAM will contact the president, if he/she is not available the vice-president, and if he/she are not available a board member with previous media experience or board longevity.
4. In the event that none of the above is available, take the person's name, telephone number and a brief message regarding the nature of the call. Ask the person to fax or email any pertinent information as soon as possible and assure them someone will return their call. Proceed through procedure 3 until someone is reached