



<b>Approved Date:</b> January 2020 <b>Reviewed Date:</b> December 2022	<b>Approved by:</b> the Board of Directors
<b>Effective Date:</b> January 2020	<b>Next Review Date:</b> December 2025

### Purpose

Information discussed at Board of Director and Committee meetings can be sensitive and include conversations that are exploratory or speculative, or discussions that name individuals or project future decisions. Inappropriate or premature disclosure of these conversations can be harmful to BC Archery, its members and / or persons mentioned or involved.

### Policy Statement

Unless disclosed in published minutes or documents, or allowed in the Bylaws or through approved Policies, all material and information received, discussed at Board of Director and Committee meetings, between meetings, or in formal or informal conversation by Directors, Committee members or select volunteers in the course of their duties is confidential, and should not be divulged to any other parties.

### Policy Scope

Directors, committee members and persons appointed to select volunteer positions within BC Archery must comply with this policy. The President will annually determine which select volunteer roles should be within the policy scope.

### Policy Application and Procedures

This policy applies to information or material presented or received at formal meetings, reviewed from reports, documents, correspondence or learned by way of applicable websites, email or texts, and including information gleaned or discovered through formal or informal discussions with members, competitors, participants, or external partners.

1. This policy will be presented and reviewed at the first meeting of the Board and every committee each year.
2. The policy will be distributed annually to other select volunteers who may in an individual volunteer role, be privy to private or sensitive information, and so should be bound by the *Confidentiality Policy*.
3. When any decision is made, the Board or Committee will also decide how and when disclosure of the decision will take place.
4. Even after a decision is made public, the content of the discussions leading up to the decision will be kept confidential.
5. The President is the spokesperson for the Board, and the President and/or Executive Director the spokespersons for the Association. That role may be delegated in specific instances, but such delegation should be formalized in writing, with a record kept.
6. Committee Chairs are the spokespersons for committees, but only if delegated by the Board.
7. Any uncertainty about the status of any documents or any other information will be clarified and recorded by the President or Committee Chair.