



Grand Guardian Council of Pennsylvania Job's Daughters International -Communications Guidelines-

The purpose of this guideline is to identify what information is to be included in communications for Job's Daughters of Pennsylvania.

Remember – Who, What, Where, When and Why, are fundamental to a good communication.

This document may not include every type of communication that exists, just primarily those that are used most often.

Sections include:

1. Forward by the Grand Guardian, concurrence by the Executive Grand Guardian Council
2. Who is responsible for issuing Communications?
3. What information should be included in the communication
4. What approvals are needed before publication
5. Exceptions.
6. Distribution of the Guidelines Book.

This document has been approved by the Grand Guardian

1. Forward by the Grand Guardian

This guideline is printed with the approval of the *Grand Guardian* and the *Executive Grand Guardian Council*. It is to be followed when doing any form of communication.

**Mrs. Kristine Spence,
Grand Guardian of Pennsylvania
Job's Daughters International
March 15, 2016**

2. Who is responsible for issuing Communications?

If you chair a committee, or in charge of an event or activity, or designated to prepare Communications for a specific purpose, **IT IS YOU.**

If **you** must prepare a document or email message or social media message **it must be done in a timely manner.** This is so that it has time to be approved by the Grand Guardian and sent to the appropriate people or organization to be acted on and/or responded to.

You are responsible to ensure all appropriate information is included and all appropriate forms or notices are attached.

You are responsible to ensure the Grand Secretary receives a copy of these communications.

3. What information should be included in the communication?

This section lists those pieces of information that should be included in a communication. It may vary depending upon the audience. These guidelines are applicable whether it is by email, mail or social media.

It is important to ask yourself these questions before you send this communication to anyone else: Who? What? When? Where? Why? and How?

One other item that is very important for any communications is timing. Please remember, all Bethel communications must be read at a council meeting and at a Bethel meeting. This means that timing of the communication is key in making sure that the Bethel has time to read it, approve it, and then act upon it.

If this is information for the Bethel and it is to be read at a Bethel Meeting, please state so at the top of the communication.

Remember, it is appropriate procedure that there should be an approval statement by the Grand Guardian to be included on the Communication..

1. Who is issuing this Communication or leading this activity?
2. What is this communication or activity about?
3. When (Date/Time) does is this take place?
4. Where does it take place?
5. Why is this activity being done?
6. What are the costs?

7. Who may attend? Ex. Daughters, Adults, prospective, friends and family.
8. Is a response or registration required? If so, when is it due and to whom.
9. Provide as much information as possible or practical.
10. If not all necessary information is available at the time, please say so and note when you believe the information will be available.
11. Provide a contact number or email address for questions if necessary.

4. What approvals are needed before publication?

It is bylaw that ALL communications in the name of the Grand Guardian Council that they are distributed to the Grand Guardian Council members, Bethels, other Masonic Family Organizations or the public are to be approved by the Grand Guardian.

The Grand Guardian should respond in a timely manner with approval/disapproval to the author of the document. If the Grand Guardian is not available, she will appoint the Vice Grand Guardian to handle these duties.

All Grand Bethel documents that are distributed to the Grand Guardian Council members, Bethels, other Masonic Family Organizations or the public should be approved by the Grand Bethel Guardian. The Grand Bethel Guardian will advise the Grand Guardian of these documents prior to distribution.

There are some exceptions to these rules. See the exceptions.

5. Exceptions.

Those documents that are created to only be distributed internally to Committee members, do not need approval. These are considered working documents for the committee.

There are some documents which have specific distribution rules, such as Appeals and Grievances. They do not fall under these rules.

There may be documents produced by the Grand Guardian or Grand Secretary whose nature are confidential and are distributed by them. do not fall under these rules.

Invitations to Bethels from other Bethels do not need prior approval from the Grand Guardian. These are items such as a Bethel Installation invitation, Grand Visit invitation, etc.

6. Distribution of the Guidelines Book.

These guidelines will be stored on the Pennsylvania Job's Daughter website and on file with all EGGC members.

At the time of appointment to a GGC committee, all chairperson(s) should receive a copy of these guidelines when their committee assignments, instructions, and certificate of appointments are given by the Grand Guardian.