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Florida Alliance for Assistive Services and Technology, Inc. Policy #16-08

Approved by the Board of Directors, Transferred from the FAAST Personnel Manual

## Media

The Executive Director is responsible for all content, screening and scheduling of any media requests and activities. The Executive Director will determine the scope of each request and make a decision regarding FAAST's involvement and appropriate course of action.

The Executive Director will involve staff as appropriate in compiling and delivering an approved media response.

### PROCEDURES:

1. In order to prevent misinformation or misinterpreted comments regarding FAAST from being disseminated or taken out of context and to prevent the appearance of taking a position on an issue when it might not be appropriate to do so, all staff must follow the following procedures.
2. Whenever a FAAST staff member receives a request from any media personnel (newspaper, radio, television, etc) for any information or opinion about the organization, staff, board, consumers, program/services or a disability related topic, the request or media person must be referred to the Executive Director or his/her designee. The Executive Director is responsible for screening and scheduling all media requests and activities. The Executive Director will determine the scope of the request and make a decision regarding FAAST's involvement and appropriate course of action. The Executive Director will then involve staff as appropriate.
3. If the Executive Director is not available, then refer the request directly to a supervisor designated by the Executive Director to handle such requests.
4. If a staff member is not able to discuss a media event with FAAST management prior to its occurrence, then staff cannot participate in the media event or make any comments in response to a request.