



First JUSTICE WITH
LOVE AND JOY,
OPEN TO AWE
**Unitarian
Universalist**
SOCIETY OF SYRACUSE

Policy #: 019

Policy Name: Media Relations

Purpose: To establish guidelines on the ways in which information is to be relayed to the media on behalf of First Unitarian Universalist Society of Syracuse (First UU).

Original Date: 2/26/17

Original Written By: Valoree Suttmore 1/14/17

Revision Dates: 11/17/2019

Revisions By: Valoree Suttmore 9/8/2019

Reviewed By: Jennifer Hamlin-Navias 9/8/2019

Approved By: 2016-2017 FUUSS Board of Trustees 2/26/2017

Operations Manual/Document Administrator 11/17/2019

- A. Any requests from the media (whether print, audio, or video) for an official First UU position shall be directed to the Minister or the Board or Trustees (BOT) President for response.
- B. In the event that a member or friend of First UU is approached by the media and asked to comment on behalf of First UU, they shall state that the Minister or the First UU BOT President must provide any official response.
- C. The media representative should be referred to the Minister or President if present, or provided with the phone number and/or web address of First UU to obtain contact information for a response.
- D. Upon notification that a media request has been made for an official position of First UU, the Minister or BOT President will try to obtain consensus from as many BOT members as possible before responding to the media request.
- E. In the event that time does not allow for this solicitation of BOT consensus and the question regards a previously stated position of First UU, the Minister or BOT President shall use his/her best judgment to respond in a manner that would represent the will of the BOT and the best interest of the congregation.