

YSS Communication Protocols and Guidelines

Adopted March 21, 2014

YSS is a diverse collaborative that includes individual members with differing levels of participation. As with any organization, clear communication is important. Documenting communication protocol provides a reference tool to assist members in understanding how best to work within the organization. This document, which will be refined as needed, references the following issues:

- How to use the Distribution List
- How to communicate with potential/actual Funders on behalf of YSS
- How to balance the sharing of information in between formal meetings understanding the goal is to discuss and make decisions during organized meetings when all members have the opportunity to participate.

Use of the YSS Distribution List:

Members should not be overloaded with information nor should the YSS distribution list be used to send items not focused on YSS matters. Accordingly, the distribution list will be maintained by the Facilitator to be used for the purpose of communicating YSS-focused information to members and interested parties. If a member wants to send something out through the YSS list, the member should send the information to the Facilitator for review. If the Facilitator is not sure about the relevancy, accuracy, or appropriateness of forwarding the information to the membership, the Facilitator will ask one or more of the officers to review the information and provide a recommendation as to how to proceed.

Pursuing Funding Opportunities:

Information about funding opportunities will be shared with YSS members for use within their own organizations/agencies. In addition, YSS may pursue funding for projects and for the purpose of supporting YSS. Action to pursue funding on behalf of YSS may be done by consent of the YSS Steering Committee. Whenever possible, the full YSS membership will be engaged in discussions regarding pursuing applications for funding.

Often funding sources prefer consolidated contact from potential grantees in regards to communication regarding funding opportunities. To this end, YSS shall designate one or more members who are responsible for official communication with each potential funder on behalf of YSS. It will be important for other YSS members to funnel their questions and ideas for the funder through the named YSS representative/s. To the degree possible, representatives for YSS will be chosen so as to minimize any possible conflict of interest when communicating with a particular funder.

Engaging the Media:

If asked, members are encouraged to share with the media that they are members of YSS and the reasons why membership in the collaborative is important to the agency/organization/constituency they represent. Requests for formal comments are to be directed to the chair and/or vice-chair. Press releases will be developed for consideration by the steering committee and circulated to the general membership for comment, whenever possible.