

# Board Communication Guidelines for Media Relations

Dear [Board Member's Name],

As part of our ongoing efforts to ensure consistent and effective communication with the media, we have developed the following guidelines for board members:

## 1. Designated Spokespersons

Only designated individuals, such as the CEO or the Communications Director, are authorized to speak on behalf of the board. Please refer all media inquiries to them.

## 2. Media Inquiries

If approached by a member of the media, kindly direct them to our media relations team at [Contact Information]. It is crucial to maintain a unified message.

## 3. Confidentiality

Do not disclose any board discussions or decisions that are not public information. Adhere to confidentiality protocols at all times.

## 4. Messaging Consistency

Ensure that any communication regarding board-related matters is consistent with our approved messaging framework. Consult with the Communications Director for guidance.

## 5. Social Media Conduct

When posting on social media, avoid discussing board affairs. Always consider how your posts may be interpreted in the context of the board.

Thank you for your cooperation in maintaining our board's positive relationship with the media.

Sincerely,  
[Your Name]  
[Your Position]