

**DISTRICT OF COLUMBIA METROPOLITAN AREA DIETETIC ASSOCIATION
COMMUNICATIONS POLICY**

APPROVED JANUARY 9, 2013

RATIONALE FOR POLICY: The District of Columbia Metropolitan Area Dietetic Association (DCMADA) is committed to serving as a source of reliable, unbiased, scientific information in the field of nutrition and to serving as a resource for the public. As such, DCMADA must be consistent in its communication and advertising procedures and be sure that all such communication and advertising is in accordance with DCMADA's mission statement.

POLICY AND PROCEDURES:

- 1) All communications issued in the name of DCMADA must be pre-approved by the President and/or Executive Committee of the Board of Directors (BOD).
- 2) An event/activity may not be promoted or advertised until final approval is given by the President and/or Executive Committee, and the room/venue reservation is confirmed.
- 3) The President must review communications prior to engaging, is copied on all communications, and co-signs, where necessary and appropriate, communications that include press releases, agendas, descriptions, or announcements for meetings or activities.
- 4) The event/activity must be advertised on the DCMADA website, with indication that the event/activity is open to DCMADA members and the general public.