



## Maple Leaf – Cavan FC – Communication Policy

MLCFC actively encourages two-way communication between its members and its Board of Directors. On a regular basis, MLCFC solicits feedback from parents and players on its programs and activities using on-line surveys and other formats. It also welcomes on-going feedback and input to its programs through its coaches and managers as well as its Directors.

Proper communication within Maple Leaf – Cavan FC (MLCFC) is vital to our success. These policies have been created to ensure that a minimum level of communication is maintained within the club. Efforts should be made to ensure that where possible, the standards and frequency of communication meet the requirements of the club members.

Annual General Meetings (AGM) / Special General Meetings (SGM) from the MLCFC Club Bylaws:

*" An official notice of each meeting shall be given to all Members at least 14 days before the meeting is to be held, at such place, and at such date as the Board of Directors may determine. Such notification shall be by email and newspaper announcement and any other method determined by the Members."*

Board of Directors: Board meeting minutes will be made accessible to the public within a reasonable time limit of their approval at the next scheduled board meeting. MLCFC prides itself on transparency - minutes are accessible on the [www.mlcfc.com](http://www.mlcfc.com) website for everyone to access.

Additional committees: Any other committees formed as sub-sections of the board must report as outlined above.

MLCFC Bylaws, Policies and Rules: The club bylaws, policies and rules are available to the public via [www.mlcfc.com](http://www.mlcfc.com) under about us > boardroom.

### Membership Communication

- Informally, throughout the year, there will be cause to communicate club activities and events to the general membership. To facilitate this, MLCFC maintains a master email distribution list
- MLCFC has a very active presence on facebook: [www.facebook.com/MLCFC](http://www.facebook.com/MLCFC)
- MLCFC is on twitter @MLCFC1

Contact information for the Board of Directors and Rep Team Coaching Staff is posted on [www.mlcfc.com](http://www.mlcfc.com)