



GOLDEN URBAN RENEWAL AUTHORITY

COMMUNICATION POLICY Revision Date: Approved _____, 2005 DRAFT # 1

Purpose: This policy addresses how the Golden Urban Renewal Authority communicates with those outside of the organization to include questions or inquires from the press, the public, the Golden Chamber of Commerce, the Downtown Merchants Association, clients, potential clients, individual merchants, non-profit boards, governmental agencies, attorneys, other City of Golden Boards and Commissions, the City of Golden staff and City Council.

Definitions : Communications include written and verbal responses to include interviews with the press, and email inquiries.

Responsibility: The Executive Director is responsible for communications that are in the public domain as well as communications regarding GURA policy, negotiations, attorney/legal issues, personnel issues and planning issues to interested parties. Public domain issues include meeting minutes, existing contracts, financial reports (budget and actual), general non-specific sales tax data, and general GURA information. On a regular basis, the Executive Director is expected to interface with the Golden City Manger, City staff and key members of all local organizations, Boards, and Commissions on GURA related matters.

GURA Board Chair: The GURA chair, or a designed Commissioner as appointed by the Chair or by the Board, will serve as spokesperson for GURA in the absence of the Executive Director or jointly with the Executive Director in making local presentations or responding to the media or interested parties. All other commissioners will refer public inquires to the Executive Director first and to the Board Chair second.

Public Relations Training. GURA will provide training funds as needed for the purpose of assisting the Executive Director and/or Board Chair or other designated board member with public relations training so as to be effective spokespersons for GURA.