

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURE**

| TITLE | EFFECTIVE DATE | REVISION DATE | PAGE |
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| No. 103 Spokespersons for the Region | February 27, 1996 | September 26, 2000 October 16, 2007 February 7, 2012 December 2018 | 1 |

It is the policy of the Tri-County Regional Centre for Education that the official spokespersons for the Tri-County Regional Centre for Education are the Regional Executive Director of Education, or designate, and/or the Communications Officer.

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| PROCEDURE Under Policy 103 |
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As the Chief Executive Officer of the Tri-County Regional Centre for Education, the Regional Executive Director of Education or the Communications Officer is in the best position to make administrative announcements, inform the public about incidents, events or situations in schools, and make comments regarding the implementation of the policies, procedures and decisions of the Tri-County Regional Centre for Education.

An official release to the media shall be a written document approved by the Regional Executive Director of Education and released by the Communications Officer.

The Regional Executive Director of Education or designate may designate to administrators the right to release information regarding activities at their school(s).

Responses to questions from media representatives are to be answered only by the Regional Executive Director of Education or designate or Communications Officer. Under no circumstances are other Tri-County Regional Centre for Education employees to speak to the media regarding Tri-County Regional Centre for Education matters.