



Policy Number	044-M-2019
Policy Group	Membership
Policy Name	Local and Network Workshops, Educationals, Briefs, Presentations and External Communications
Date of Origin	06-2019
Date Amended	07-2026, 05-2024, 10-2022
Date Reviewed	10-2025, 10-2024, 10-2023

PURPOSE

To identify the parameters within which members and Locals can prepare and present workshops and educationals, write and present briefs and presentations to external stakeholders, or write external communications.

SCOPE

Members, Locals

**POLICY
STATEMENT**

Members and Locals have the authority to prepare workshops and educationals, prepare briefs, presentations and external communications within the context of the goals, objectives and policies of SUN.

PROCEDURE

Members and Locals shall submit the content of the workshop or educational in advance to the President to ensure the content is within the goals, objectives and policies of SUN.

SUN will ensure support is available to Locals when opportunities for communications, briefs and presentations arise.

Locals are required to submit any briefs, presentations and external communications to the President who will ensure that content is in alignment with goals, objectives and policies of SUN.

Locals are required to obtain approval of the President in advance of distribution.

Upon request to SUN, support related to social media content and posts will be available to Locals.