



<b>Policy Number</b>	044-M-2019
<b>Policy Group</b>	Membership
<b>Policy Name</b>	Local and Network Workshops, Educationals, Briefs, Presentations and External Communications
<b>Date of Origin</b>	06-2019
<b>Date Amended</b>	05-2024, 10-2022
<b>Date Reviewed</b>	10-2023, 11-2022, 11-2021

**PURPOSE** To identify the parameters within which members, Locals and SUN Network Councils can prepare and present workshops and educationals, write and present briefs and presentations to external stakeholders, or write external communications

**SCOPE** Members, Locals, SUN Network Councils

**POLICY STATEMENT** Members, Locals and SUN Network Councils 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, Locals and SUN Network Councils 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 and SUN Network Councils when opportunities for communications, briefs and presentations arise.

Locals and SUN Network Councils 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 and SUN Network Councils 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 and SUN Network Councils.