

Communication Policy

Policy number	1.08	Version	3
Drafted by	ImmPast Chief Comr	Approved by Chief Comr	19 th December 2021
Reviewed by	Moores Legal		
Responsible person	Chief Commissioner	Scheduled review date	30 th December 2023

DEFINITIONS

“**Member**” means any person who holds a Certificate of Membership issued by the AAL. This includes:

- Uniformed Members under 18 years of age (**Cadet Members**);
- Members 18 years of age and over (**Adult Members**), including:
 - Uniformed Adult Members; and
 - Non-Uniformed Adult Members (**Associate**).

8.1. Use of the Name Australian Air League Inc.

8.1.1. Members of the Australian Air League Inc. are not permitted to use the name of the Australian Air League Inc. or the name of any of its Officers as a reference in securing any agreement including a Hire Purchase agreement, or in obtaining any goods or service without first receiving written permission from their Group Executive Commissioner or the Chief Commissioner.

8.2. Communications with Government Departments

8.2.1. Squadrons are not permitted to deal with Government Departments, as this type of communication leads to confusion within the Government Department concerned.

8.2.2. Squadrons/Branches and Wings, who wish to contact Government Departments, shall seek direction on all communications from the Group Executive Commissioner, prior to any formal contact being made.

8.2.3 The directions above are not intended to interfere with member obligations under various State/Territory legislation with regards to Child Safety issues (see Policy 1.11 Version 6 Child Safety Policy Code of Conduct and Procedure)

8.3. Contact with Interstate Officers

8.3.1. Officers of any one Group should not visit or contact Squadrons outside their own Group unless approval, in writing, is first obtained from the member's Group Executive Commissioner who will advise the Group Executive Commissioner of the other Group of the details of the intended contact.

8.3.2. This direction is not intended to interfere with personal friendships, and common sense should at all times prevail.

8.4. Line of Communication

8.4.1. All Officers shall communicate through the properly established channels at all times.

e.g. Officer Commanding Squadron to Officer Commanding Wing to Group Headquarters to Federal

8.5. Communications with the League's Solicitor and/or Insurer

8.5.1. All contact with the League's Solicitor and Insurer must be done through the Chief Commissioner who may, at their discretion, authorise the General Manager, Federal Commissioners or Group Executive Commissioners to make direct contact.

8.6. League Spokesperson

8.6.1. The Chief Commissioner is the official spokesperson of the League.

8.6.2. Only the Chief Commissioner or individuals expressly authorised by the Chief Commissioner, or the Council, may speak on behalf of the League in a public forum. This includes (without limitation) media releases.

8.6.3. No member or Officer may purport to speak on behalf of the League in any forum in respect of any matter.

8.6.4. Members and Officers must not use any materials of the Australian Air League Inc., including without limitation its email accounts, mailing databases, uniform, logo, insignia, flags, aircraft or buildings, in a way that indicates or implies that they are speaking on behalf of the Australian Air League Inc.

8.6.5. Individuals should take care to ensure that it is clear that they are speaking on their own behalf when making a public statement about League matters. Consideration should be given to including a disclaimer.

"These comments are my personal thoughts/views/opinion. They are not endorsed by the Australian Air League and should not be regarded as an official communication of the Australian Air League."

8.7. Breach of this Policy

8.7.1. A breach of this policy may result in the discipline procedures of section five (5) of the Australian Air League Inc. Manual being applied.

8.7.2. Australian Air League Inc. members and Officers may also be personally liable if they defame the reputation of the Australian Air League Inc., any member or third party.