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## Representation Policy: Speaking or writing on behalf of the WFSA

*This policy also applies to WFSA (UK), Charity Number 1166545*

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### 1. Purpose

Board, Council and Committee members are encouraged to disseminate knowledge and awareness about WFSA's vision and mission, and to share details of WFSA's work.

The purpose of this policy is to define which members are authorised to speak or write on behalf of WFSA. The intention is to ensure that anyone addressing an audience or reader about WFSA, will give a consistent message, aligned with our official line on a given topic, our mission and vision.

### 2. Scope

This policy applies to all staff and volunteers (including Board, Council and Committee members along with others who give their time freely to advance the mission and vision of WFSA) and other associated personnel, including interns, scholars and fellows, and anyone from a Member Society, partner organisation or institution that is involved in WFSA's work or working on behalf of WFSA.

### 3. Policy statement

"Speaking or writing on behalf" of WFSA means that someone is officially representing the interests and beliefs of our organization through either spoken or written communications.

Members of the Board and Council (including Committee Chairs and Regional representatives), as well as the CEO are authorised to speak on behalf of WFSA. Committee members, including co-opted and ad-hoc committee members, must ask for authorization from the Board prior to doing so. The request should include a copy of the message to be given. This authorisation may be provided by the CEO or the President.

In the case of the Secretariat, authorisation will usually be by the CEO, in consultation with the President if appropriate.

While the WFSA vision and mission remain relatively constant, our programmes and projects are dynamic and constantly evolving. It is therefore important that we avoid inconsistencies in how different people representing the WFSA describe what we do and what our aims are.

Statements that are not aligned with the official position of WFSA have the potential to cause reputational risk to WFSA. They can also sow confusion among our member societies and other stakeholders, and inadvertently cause offense.

#### **4. Expression of Personal Opinions**

Many of those who contribute to the activities of WFSA may wish to express personal opinions from time to time on matters of relevance to the organisation.

If opinions are not expressly endorsed by WFSA, it is incumbent upon individuals to expressly declare that the opinions being provided are personal ones, even if they are consistent with the WFSA position. For example, "I am expressing my own opinion although it is consistent with that of WFSA (and other organizations)".

Volunteers, other than the Board, Council and Committees members, including the representatives of Member Societies are encouraged to ensure they always obtain accurate and up-to-date policy statements from the WFSA Communications & Advocacy Manager who can be contacted via [comms@wfsahq.org](mailto:comms@wfsahq.org).