



### **Media Response Policy**

Media requests for information or comment are to be received and responded to in written format. Requests for phone, or on camera interviews, including Zoom, Teams, etc. are to be declined.

The President or in their absence, the President- elect is authorized to respond on behalf of the College.

### **Media Release Policy**

Choosing to share Council approved information with the public may be done in one of two ways.

1. Press release  
Written documentation is be forwarded to various news outlets for dissemination
2. Public statements  
Media may be invited to attend an in-person announcement where the information may be presented in a visual (TV) or verbal (radio) setting.  
Caution must be exercised to anticipate and prepare for “live” questions

Depending on subject matter, Council may designate any or all of the following to represent the CDSS  
The President, President -elect, Registrar or Executive Director