

Niagara Poverty Reduction Network

Policies and Procedures

Policy Number: 4.0
Subject: INFORMATION SHARING
Issue Date: January 2015
Revision Date: February 2017
Pages: 3

I. PURPOSE

Niagara Poverty Reduction Network (NPRN) is a group of individuals and organizations interested in eliminating poverty in Niagara. The network is organized by sub-committees, working tables, and a coordinating committee. This policy outlines the information sharing flow between all parts of the network.

II. POLICY

NPRN has three main goals 1) dispel myths about living in poverty; 2) improve collaborations and actions in poverty reduction; and 3) engage and include all individuals in the community. Information about the work being done by the Network flows through the following:

1. NPRN Table
2. Coordinating Committee
3. Task Groups
4. Working Tables
5. Community Groups

It is the intent of this policy to allow the Network opportunity to react to communication items that arise in a timely manner. It is always the intent of the membership to share all information that is being made public with the NPRN Table before its release when possible. The flow of information throughout the network is outlined in the following procedures.

III. PROCEDURES

1. **NPRN Table** is comprised of participating members, supporting members, and information / observer members. The NPRN Table creates the workplan and receives reports from the coordinating committee, task groups, working tables and community groups. All decisions requiring a vote **must** be brought to the NPRN Table. These include selection of the Coordinating Committee and approval of work plans. The NPRN Table **must** be kept informed of all press releases, position documents, letters to government and politicians, and pertinent updates to the website. The NPRN Table is also the place where presentations are made to the membership that help inform and advance NPRN's purpose and goals.
2. **Coordinating Committee** is comprised of the Chair and Vice-Chair of NPRN and a representative from each current Task Group. The Coordinating Committee sets the agenda for the NPRN Table and moves

forward with any actions needed. The Coordinating Committee reviews and approves financial (acquiring and spending) requirements as they arise, as per the NPRN Purchasing Policy. The Coordinating Committee *can* issue press releases; position papers; letters to government and Politicians before going through the NPRN Table if time constrictions are in place. The Coordinating Committee *must* also review and approve outgoing communications to the public from the Task Groups and Working Tables.

3. **Task Groups** are comprised of members of NPRN and other interested individuals. Task Groups *must* complete minutes of their meetings and report back to the NPRN Table if requested. A lead or designate for the Task Group attends the Coordinating Committee meetings to bring forward any pressing issues that will need to go to the NPRN Table group. Outgoing communications to the public *must* go through the Coordinating Committee prior to release.
4. **Working Tables** are comprised of individuals working in the community and not necessarily members of NPRN with the intent of addressing issues that have been raised by the NPRN Table. At each of the working tables there needs to be present a member of NPRN in order to bring back to the NPRN Table updates on the work being completed. The NPRN member is also responsible for bringing to the Working Tables any pertinent information from the NPRN Table. Any NPRN member can be involved including the NPI Convener. Working Tables *must* complete Position Documents that are reviewed yearly by the Coordinating Committee and the NPRN Table. Working Tables *must* have all outgoing materials for press releases or letters to government and politicians that have NPRN endorsement approved by the Coordinating Committee and/or NPRN Table.
5. **Community Groups** encompass the work being done in Niagara that has as a mandate an element that addresses the issues of people living in poverty. Community Groups that are associated with NPRN usually have an NPRN member involved in order to share information between the two groups. These Community Groups are not beholden to NPRN for any of the messages that they create and distribute nor are they permitted to use NPRN endorsements without the permission of the NPRN Coordinating Committee and NPRN Table.

Types of Information:

- **Press Releases** – all press releases from NPRN *must* be vetted through the Coordinating Committee and shared with the NPRN Table before they are shared with the media. These *may* be drafted from Working Tables or Community Groups.
- **Position Documents** – all Working Tables are responsible in creating their own position papers. These documents *must* be reviewed by the Coordinating Committee and reviewed at the NPRN Table before they are distributed to the media/public.
- **Letters to Government and Politicians** – all letters endorsed by NPRN *must* be approved by the Coordinating Committee and reviewed at the NPRN Table before they are shared with the media/public.
- **Social Network Communications (e.g. Facebook, Twitter)** – the NPRN Chair will approve representatives to have Administration Rights to be able to post relevant communications via social network. It is however every member's responsibility to extend and amplify these messages by 'liking' and 'sharing' with others.

All members of NPRN are strongly encouraged to forward information to the representative managing social media in a timely fashion.

- **Website** – this information is maintained by the NPI Secretariat with new information added by representatives approved by the NPRN Chair. It is however every member's responsibility to review and provide the Secretariat with information to keep the website up to date and meaningful.
- **News Digest** – is the means by which NPRN and community groups can share information among members on issues that pertain to the goals of NPRN. The News Digest will be circulated electronically to the members once monthly. Any items that wish to be shared need to go to the Secretariat.
- **Presentations to the NPRN Table** – all presenters that wish to speak at the NPRN Table *must* complete an applications and be approved by the NPRN Coordinating Committee.
- **Task Group Notes** – will be uploaded to the members' area of the website in a timely manner.