

## **Purpose of this Operating Procedure**

1. This Operating Procedure covers the issuance of External Official Communications by the HPAC/ACVL.

## **Definition of External Official Communications**

2. External Official Communications is defined as any communications in oral, written or electronic form issued on behalf of the HPAC/ACVL to individuals or organizations outside of the HPAC/ACVL.

## **Issuance of External Official Communications**

3. The President and Vice President of the HPAC/ACVL, the Executive Director, and/or their delegates, are the only persons authorised to issue External Official Communications. The authority to issue External Official Communication can be delegated to individual directors, officers and/or committee chairs, as appropriate.
4. Board members are authorized to issue External Official Communication on subjects related only to their Province or Region.

## **Letters of Support**

5. From time to time, members of the HPAC/ACVL may have a need for a letter of support issued by the HPAC/ACVL to support initiatives such as the preservation of a flying site. The HPAC/ACVL shall issue all such letters that support its vision, missions and goals.
6. The party requesting a letter of support shall contact the Executive Director. A copy of the letter shall be sent to the appropriate Regional Director.

## **Filing of Written Communications**

7. Signatories of official written communications must forward a copy of all official written communication to the Executive Director for filing. The Executive Director shall, in turn, ensure that all directors and officers have access to a copy for their information.

## **Confidential Safety Communications**

8. Any external official communication related to safety issues is confidential, except where disclosure is required by law.

## **Responsibilities**

9. The Executive Director issues External Official Communications under the direction of the President and Vice-President and shall ensure that a copy is retained and stored securely.
10. The Safety Chair is responsible to protect all safety related confidential communications and ensure that all such communications are retained and stored securely.

11. Members are not authorized to speak on behalf of HPAC and shall direct all inquiries to the HPAC office.

**Use of the Registered HPAC/ACVL Trademarks**

12. No use of the HPAC/ACVL Registered Trademarks shall be made by Members except under license as approved by the BoD.