

**POLICY NUMBER:** 7017

**POLICY TITLE:** Communications to Membership

**CLASSIFICATION:** Communications

**DATE(S) AMENDED/APPROVED:** January 17, 2017, February 21, 2023, February 12, 2026

**NEXT REVIEW DATE:** 2029

**POLICY:**

To create significant member value by providing ongoing timely and relevant communications to the CAHIP membership.

**PROCEDURE(S):**

CAHIP will distribute news and information to the CAHIP membership on a routine basis, providing information on state and national issues, association events and industry related topics.

CAHIP will establish a Communications Committee that includes members from the Executive Board responsible for content review and approval. Committee members are the VP Communications (Chair), President, President-Elect, Immediate Past President, VP Legislation and VP Public Affairs. Formal approval of content will require a vote from 50% + 1 of committee members, within 48 hours of initial draft receipt.

**CAHIP Events**

The CAHIP Executive Director will create event related promotions and communications based on the associations commonly utilized templates and structure for distribution to the membership and website posting.

**CAHIP News**

CAHIP's newsletter will be distributed to the membership on a monthly basis and will include content submitted by CAHIP Executive Board members and partners including a report from the CAHIP President with content of his/her choice.

**Legislative Updates**

CAHIP Communications Committee will also publish, as needed (per President's discretion), an update focused on legislative affairs. VP of Public Affairs and VP of Legislation are responsible for drafting the content and providing a copy for review and approval to the committee, for distribution by Executive Director on a timely basis.

**Distribution**

CAHIP VP of Communications shall also be responsible for ensuring that all applicable communications content is promptly distributed in appropriate format across our other channels, to include website, social media, streaming platforms, and any additional methods of distribution that may be appropriate.



# POLICY & PROCEDURES

**FINANCIAL IMPACT(S):**

None.