



Communications and Signatory Agreement

Operating as a voluntary community alliance, Food Fairness Illawarra is, at times, required to make submissions, draft letters, and comment on a range of issues in public forums.

In ensuring that communication, promotion, correspondence and comment under the banner of “Food Fairness Illawarra” is consistent and monitored, the following guidelines are in place.

1) **Role of Secretariat**

Healthy Cities Illawarra is currently acting as secretariat for Food Fairness Illawarra. This role involves the following responsibilities and tasks:

- Maintaining membership lists, forms and contact details
- Keeping and distributing FFI meeting minutes
- Communicating with members on FFI activities, events and updates
- Maintaining records, files and reports relevant to FFI
- Facilitating the drafting of letters and official FFI communication

2) **Signatories for correspondence**

- Correspondence includes:
 - formal letters
 - media releases
 - fact sheets and position papers
 - funding submissions
 - documents that use the FFI letterhead
- 2.1 The letterhead image document for FFI is kept at Healthy Cities Illawarra. If it is required by another FFI member this can be provided on request
- 2.2 Communications written on behalf of Food Fairness Illawarra is to be reviewed by at least two other named signatories.
- 2.3 Where possible, such documents can be drafted in a meeting setting with working party. Time may not always allow for this, however.

- 2.4 Where possible, one of these signatories must be either Manager or Programs Coordinator at Healthy Cities, given the use of address and website for contact details
- 2.5 Named signatories may change within the reference group, decided at meetings. Current signatories are:
 - 1) Vanessa John (Chair)
 - 2) Caitlin Marshall
 - 3) Sarah Varley
 - 4) Robyn Tindall
- 2.6 Signatories can be reviewed as needed or requested.

3) Record Keeping

- 3.1 File copies of all correspondence must be kept at Healthy Cities and can be supplied as hard copy or via email
- 3.2 Correspondence for FFI to be forwarded to HCI for file

January 2007