



NEWS-MEDIA AND SPEAKER POLICY

1. A **contact list** will be prepared, detailing persons or organisations, with skills or experience in specific or general matters in relation to cancer and related subjects, who are willing to speak out on such matters. This list will include their telephone number(s), email, fax, address, and other details such as availability during or after normal working hours, whether prepared to speak to news-media or at group events, and whether they have writing skills.
2. When approached for news-media comment on a matter or to provide a speaker for an event, **the method will be** as follows:
 - The subject matter in question will be considered and if there is a cancer support or action group affiliated with the Cancer Council South Australia, or a Cancer Council staff member that normally covers such matters, reference made to them.
 - In the absence of the above, consideration will be given to any member of *Cancer Voices SA* with specific expertise or experience in the matter and reference made to them.
 - In the absence of either of the above and in the event to person contacted feels confident, they will meet the request. If they do not wish to do so they will refer the request to the Chairperson, who may choose to act or refer the request to the any other person or the Executive committee.
3. Wherever possible the person speaking to the news-media or other group will obtain a copy or recording of their presentation and provide it to the Secretary for inclusion in *Cancer Voices SA* information records.
4. In any event they will report with the date, avenue and a one sentence summary of their presentation to the Secretary for inclusion in the minutes of the next Executive committee meeting.



Availability for news-media/public speaking

Name_____

Any organisation represented: _____

Telephone number _____ Fax_____

Email _____

Address_____

(tick as appropriate):

() I am available to speak to the news-media

() I am available to speak to groups at events

() I have writing skills for longer articles etc.

I am available at the following times: () normal working hours

() evenings

() weekends

Other: *(give details)* _____

I have specific knowledge or experience in the following cancer related areas: *(give details)*:

Send to the Secretary, Cancer Voices SA, c/o PO Box 929, Unley SA 5061, or email to info@cancervoicessa.org.au

Cancer Voices SA Policy Number 4	Approval date: 2 May 2007
Author M Beresford 2/5/2007	Review date: