



Policy Title(s):	OFFICIAL LANGUAGES POLICY		Policy #2018-02
		Effective Date:	JUN 1, 2018
		Review Date:	AGM 2019
Lead:		Approval:	Board of Directors
		Status:	Approved 24 Nov 18
Definitions:			
SSNB: Speed Skate New Brunswick			

Goal:

To guide Speed Skate New Brunswick in its use of both official languages in its activities (English and French)

Statement:

SSNB is committed to providing its members with services and information in the members' official language of preference.

Communications:

- News Releases: New releases intended for the public-at-large are to be issued simultaneously in English and French.
- Documents: Any documents intended for SSNB membership or the general public are to be issued in English and French.
- Website: Any information posted of the SSNB website is to be issued simultaneously in English and French.
- Verbal Communication: Any person contacting SSNB will be able to communicate in their official language of preference.

Forms and contracts:

- Forms: Forms created for SSNBs membership and/or general public will be in both English and French.
- Contracts: Contracts are to be prepared in the language of preference of the contracted person.



Advertising:

- Any advertising initiated by SSNB (print, radio, video, television) is to be produced in the language appropriate for the type of the media and, where possible, available for distribution in English and French upon request.

Review and Approval:

This policy was approved by SSNB Board of Directors:	24/11/2018
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