

AMERICAN OSTEOPATHIC ACADEMY OF ORTHOPEDICS SPOKESPERSON AND STATIONARY/LOGO USE POLICY

Except for the President and Executive Director, no person shall be authorized to speak on behalf of the AOA, nor represent themselves as having authority to speak on behalf of the AOA, without prior approval of the Board of Directors or the Executive Committee.

Those persons who have been approved by the Board of Directors or Executive Committee, acting on behalf of the Board, to speak for, provide written communication, or act on behalf of the AOA, in accordance with the Academy's Articles of Incorporation, Bylaws, manuals and policies, shall so speak, write, or act only with respect to those matters on which they have been authorized to speak, write, or act.

AOA volunteer leaders (i.e. directors, officers, section and committee chairs) and members must be cognizant of the fact that their statements may be erroneously attributed to the AOA. Therefore, in communications in which such persons are identified by their position with the AOA, there is a duty to clarify that opinions expressed are their own and not necessarily those of the AOA. This would be necessary, for example, in speeches, articles, and letters-to-the editor, as well as in communications expressing an opinion about a person, product, company, or organization. Not all situations can be anticipated in a written policy, and every person must use their best judgment, understanding that the best interest of the AOA is paramount.

The AOA stationary and/or logo (in print or electronic version) shall be used by officers and staff only, and shall not be used except with respect to matters of official AOA business. The AOA stationary and/or logo shall not be used without the written permission of the Executive Director. Individuals, organizations, and companies wishing to use the AOA stationary and/or the logo must provide written request, stating how/for what purpose the AOA stationary and/or logo will be used.