

3.3 - Internal Communication

Standard: A communication system shall be established to ensure the accurate and timely transfer of internal information among staff.

Suggested Evidence of Compliance: Provide a communication matrix illustrating how internal communications are managed by the agency.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 5 - Organization Structure and Administrative Operations, pp. 86-87.

Agency Evidence of Compliance:

The Park District of Oak Park communicates internally with its staff using the methods outlined in the Internal Communication matrix below.

Communication Event	Frequency	Responsible Party	Method
Senior Leadership Meetings	Twice a month	Executive Director	In Person, Agendas
Management Meetings	Once a month	Executive Director	In Person, Agendas
All-Staff Meetings	Every other month	Executive Director	In Person, Agendas
Department Meetings	Once a month	Department Heads	In Person
District Directions Employee Newsletter	Every other month	Director of Marketing & Customer Service	Bulletin Boards, Hub
Full-Time Job Announcements (separations, openings, hiring)	As needed	Director of Human Resources	E-mail
Policy Changes	As needed	Executive Assistant	Hub
Meeting/Training Announcements	As needed	Varies	E-mail, Outlook calendars
Other Organizational Announcements	As needed	Director of Human Resources	E-mail, Bulletin Boards

Agency Self Assessment: MET