



CESA State Board Policy

Title	Notifications to Membership of a Member's Death	Original Approval Date
		Revision & Re-adoption Date(s): June 2024
Purpose	Ensure appropriate information about a current or former member is coordinated and communications with the membership in an appropriate fashion so as to not discredit or blemish any memory of such member by misinformation or confusion.	
Section	The Association Board adopted the following policy and procedure:	
1.0	Anytime a member of the State Board or a Chapter Board receives information about a current or former member passing away, the State Board (Association President) and Executive Director will be notified via email.	
2.0	<p>The State Board President will be the lead for communication and coordination with the Chapter President from which the member is registered (Coastal, Inland, or Southern).</p> <p>The Chapter President may serve as the CESA Liaison for communication with the agency for which they worked and/or the family of the deceased member.</p> <p>The Chapter President may designate this responsibility to a member either within their chapter or another chapter if another chapter member has a close relationship with the deceased and/or family. That person will be required to coordinate then directly with the State Board President.</p>	
3.0	If the member is not designated to a specific chapter or is retired, the State Board President shall be the lead for all communications including with the family. The State Board President may delegate communication and coordination with the family to a CESA board member if they have a personal relationship with the deceased and/or family.	
4.0	The State Board has agreed that the only communication with CESA members about the passing of a current or retired member will be by formal letter sent via email only. There will not be any social media or inclusion in the newsletter.	
5.0	Recognition of the deceased at the annual conference will occur at the next conference during the awards banquet in a memorial slide. The Awards Chair will be responsible for tracking when there is a memorial notification to the membership for inclusion.	