**Strategic Response Protocol**

**Communications & Technology Board**

**Drafted March 2023**

**Revised July 2023**

**Call for Response**

* The cabinet informs the strategic communications coordinator, as well as the communications and technology board vice president and director that a statement is needed.
  + The cabinet may request one of two types of responses:
    - Prevention, Support, & Resources -- This is a statement intended to provide SCP members general information related to ongoing social justice issues (e.g., racism, xenophobia) in efforts to provide information proactively and prior to the onset of a current event.
    - Response, Support, & Resources -- This is a statement intended to respond to a current and specific social justice related event and provide SCP members information including, but not limited to, details of the event, resources about coping with the event (e.g., healing spaces, academic resources), and advocacy efforts.

*Note*. The cabinet will make a decision about the need for a statement based on their understanding of current events and feedback from SCP members and leaders.

**Call for Experts within the Special Interests Group/Special Tasks Groups/Executive Board**

* The strategic communications coordinator will contact relevant sections, special interests groups (SIGs), special tasks groups (STGs), and Vice Presidents on the executive board with a [call for experts](https://docs.google.com/document/d/16j1a-8hjvStkVq2wQRwgqk5cNM3v-BwA/edit) as commissioned by the president. Selected expert authors will be notified no more than 3 days after the call for experts has ended.
  + Prevention, Support, & Resources Statement -- The call for experts should be made within 5 - 7 days of receiving the request from the cabinet.
  + Response, Support, & Resources Statement -- The call for experts should be made within 3 days of receiving the request from the cabinet.
* The strategic communications coordinator will invite experts or a group of experts from the relevant sections and/or executive board to collaboratively write a statement and/or compile resources to be included in a statement. Individuals will have 48 hours to respond to the invitation from the strategic communications coordinator.
* The strategic communications coordinator will review the individuals who have expressed interest in authoring a statement, and then identify who will single-handedly or collaboratively author the statement.

*Note.* The strategic communications coordinator and cabinet will identify potential writers, but, ultimately, the selection of an expert writer will be determined based on individual(s)’ willingness and availability to write.

**Write the Statement**

* The selected expert or group of experts will draft a strategic response statement and share the statement with the strategic communications coordinator and cabinet, as well as the communications and technology board vice president and director.
  + Prevention, Support, & Resources Statement -- After receiving an invitation from the strategic communications coordinator, the authors will have 2 - 4 weeks to craft a statement.
  + Response, Support, & Resources Statement -- After receiving an invitation from the strategic communications coordinator, the authors will have 5 - 7 days to craft a statement.

**Review the Statement**

* The cabinet will review and finalize the statement.

**Distribute the Statement**

* The president will distribute the statement to the division’s listserv.
* The president will distribute the statement to the AMC source representative and social media coordinator to be included and archived on the division website and distributed via social media.

**Additional Resources & Templates**

* [Prevention, Support, & Resources Statement Templates](https://docs.google.com/document/d/1YmCUZoSlrkuh2OX-yvnMjRd9pke2Fh1TKFWS37Y_vps/edit?usp=sharing) 
  + Anti-trans violence
  + Reproductive rights
  + Gun violence
  + Being targeted by hate groups
  + How to lobby at the local, state, and federal level
  + Disaster responses
* [Response, Support, & Resources Statement Template](https://docs.google.com/document/d/1I6qOMcgFqT6SnDqSfuRbgcjdSgUV6gmM7z6f5IHFFyY/edit?usp=sharing)

**Strategic Response Protocol Figure**

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