



# SBBOT Governance – Document Formats

## Background

This policy was adopted (14.03.2022) in order that SBBOT makes our written and other material as accessible as possible.

The website review meetings discussed fonts wanting ‘clean and simple’ fonts on the website. This was narrowed down to three commonly used fonts and industry standards and (US) government recommendations were looked at.

Furthermore, as we try and standardise our governance, being consistent in the form we share material is important, so that our ‘house style’ becomes established.

As we create and review documents both for public and internal use it makes sense to create this ‘house style’ so that, eventually, all current material conforms.

There are (limited) alternative fonts that are acceptable but we have settled for a much recommended one (below) and have been using it for anything presented to council.

## Policy

### Font & Document House Style

- Ariel (Windows) and Helvetica (MacOS) are the interchangeable fonts to be used for the website and all documents
- ‘Normal’ font size is 11 point
- Major Headline size is 20 point
- Minor headlines are 16 or 14 point
- Lowest headline is 11 point emboldened
- Underlining is not used
- Italics are only used for ‘notes’, ‘quotes’ and scientific names
- Left or full justification only
- Internal documents use only the simple logo as a header to identify them (not full address etc)
- Every document should be dated (Day.Month.Year) – usually in the footer which should also include the full organisation name and our charity number
- Internal documents should have, in their titles, a limited range of document identifiers
- Those identifiers (subject to on-going review) should be:
  - Work Area or other designation
  - Proposal
  - Policy
  - Procedure
  - Record
  - Background

- Agenda
- Terms of reference
- Minutes
- Job Description
- Instruction
- Appliance
- Information
- Recommendation
- Map
- Plan
- Rules
- Form
- Handbook
- Budget
- Account
- External documents should carry our logo, full name, address, phone number, charity number, email address and webs address only (& lottery symbol if required)
- All pages are number (bottom right)
- Anything presented on-line should follow the same recommendation but also:
- ALL visual material/photos/diagrams etc should have a text caption
- Videos should carry sub-titles
- Major promotional videos should also have BSL 'signing'
- Wherever possible species identification photographs carry audio of songs and calls