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**The Urantia Book Fellowship Open Door Policy**

Whereas the leaders of The Urantia Book Fellowship strive to be a welcoming and open organization that is committed to creating the best organizational environment for all concerned - a place where every stakeholder’s voice is heard, where issues can be raised, heard and resolved as quickly as possible, where ideas are fairly received and evaluated, and where communication flows freely across all levels of the organization, we now therefore create the following Open Door Policy.

**Purpose**

Note: For the purpose of this policy, Stakeholders are defined as: Officers, Service Team Chairs, Committee Chairs, Committee Members, Members, Volunteers, Donors, Supporters, Staff and Contractors.

We sincerely believe that openness is essential to transparency and will allow us to quickly resolve concerns, avoid misunderstandings, evaluate opportunities, listen to ideas and innovations, recognize issues as they arise, and address the changing needs of our diverse and global membership organization. With this in mind, we have created the following Open Door Policy for the purpose of:

1.  Encouraging Innovation; because when stakeholders feel free to make suggestions to leaders, truly creative ideas begin to bubble up.

2.  Enhancing Performance; because when information flows freely, everyone can accomplish more in less time.

3.  Ensuring Involvement; because studies have shown that when stakeholders have access to leadership, they feel more engaged and stay involved longer.

4.  Creating Effective Teams; because Open Door Policies strengthen the bonds between leaders, volunteers, members, and staff, and make everyone feel like a vital part of the organization’s efforts.

**Policy**

Any stakeholder in our organization who feels the need to be heard on an issue, conflict, complaint, idea, inspiration, or potential opportunity, that is related to the work and/or mission of The Urantia Book Fellowship, is encouraged to notify our office by phone: 303-467-7858, or email: Fellowship@urantiabook.org.

Our office staff will in turn give such stakeholders the relevant contact information for the appropriate person responsible for that aspect of our organization. If for any reason a stakeholder does not feel comfortable bringing the matter directly to the responsible person, the issue can be raised with any Fellowship Officer for whom our staff will provide necessary contact information.

Fellowship Staff and Contractors, having a professional relationship with the organization, can bring their concerns directly to the President. If the President, for any reason, is not available to listen or has a demonstrable conflict of interest, contractors and staff can also appeal to any Fellowship Officer and may also request an audience with the entire Executive Committee. The Executive Committee may involve outside advice or the Fellowship’s Judicial Committee as deemed necessary.

The elected leaders of The Urantia Book Fellowship commit to listen and respond to stakeholders in a timely fashion and to the best of their ability. All who seek audience with Fellowship Leaders should make allowance for the fact that such elected officials serve in a volunteer capacity and on their own time.

In addition, Fellowship Leaders pledge to proactively schedule time to interact and engage with stakeholders at conferences, official meetings, and other events.

Approved by The Executive Committee – 06/04/2020