



Approved Dec 18, 2025

Groningen Declaration Network (GDN Network)

Guidelines for Representation by Board and Council Members

1. Purpose

These guidelines are intended to support Board and Council members of the Groningen Declaration Network (GDN Network) and other volunteers, if delegated, when representing the organization in external settings such as conferences, panels, or meetings. They are designed to ensure that all public representations reflect the shared mission, values, and goals of the GDN Network while recognizing and appreciating the voluntary contributions of our members.

2. Scope

These guidelines apply to all volunteer members of the GDN Network's Board of Directors and Council who take part in events, presentations, or activities where they identify themselves—or are identified—as being affiliated with the GDN Network.

3. Guiding Principles

- **Alignment and Clarity:** Members are encouraged to align their messaging with the Network's strategic priorities and shared values, ensuring consistency in how the GDN Network is represented publicly.
- **Transparency:** It is important to distinguish between when one is speaking on behalf of the GDN Network and when offering personal perspectives. GDN volunteers should also reference their other positions and not solely indicate their volunteer position on the GDN board or advisory council.
- **Representation:** When speaking on behalf of the GDN, pre-clearance of the overall presentation and messaging is required.
- **Professional Courtesy:** Representatives should model the respect, openness, and collaboration that define the GDN community.
- **Shared Coordination:** The GDN Support Team, represented by the GDN Executive Director, serves as a coordinating point to assist members in preparing for external engagements.

4. Coordination and Communication

1. Advance Notification:



- Members planning to present or represent the GDN Network at an event are asked to inform the GDN Support Team in advance —ideally at least one month prior to the engagement.
- Notification should include: the event name, date, topic, audience, and any materials to be shared.

4. Collaborative Review:

- The GDN executive director will provide input to ensure that messaging and materials align with current GDN priorities, terminology, and themes.
- This collaborative process helps maintain coherence and accuracy while also supporting members in tailoring their presentations to different audiences.

5. Use of the GDN Name, Logo

- Any use of the GDN Network’s name, logo, or other visual identifiers, or any instance where a member intends to formally represent the GDN Network, is subject to formal approval, coordinated through the executive director.
- This review ensures that public representations of the GDN Network reflect the organization’s officially endorsed perspectives and maintain brand and message integrity.

6. Messaging and Content

When representing the GDN Network, members are encouraged to:

- Highlight the Network’s mission of advancing learner mobility, trust, and global collaboration;
- Reference official GDN publications, resources, or statements where appropriate;
- Avoid sharing confidential, draft, or unapproved information;
- Clarify when remarks reflect personal experience or opinion rather than an official GDN position;
- Avoid speaking on behalf of the GDN on matters that do not represent formal decisions, positions or policies of the GDN Board and its delegates.

The GDN Support team is available to provide key messages, approved materials, or visuals to support these opportunities.



7. Post-Event Reflection

Following an event, members are invited to share a brief summary or key observations with the executive director to aid further tracking and work of the GDN. This might include:

- Highlights of discussions or emerging themes;
- Potential collaborations or partnerships;
- Any follow-up steps recommended for the GDN Network.

These summaries help the Network maintain awareness of its global engagement activities and strengthen future outreach.

8. Research and Publications

Any working group, research or written work pursued under the aegis of the GDN is required to adhere to the standards and protocols outlined in the Protocols for Working Groups, Communities of Practice and Research published on the GDN website.
<https://groningendeclaration.org/working-groups-and-submit-research/>

9. Spirit of Collaboration

These guidelines reflect the cooperative spirit of the GDN community. They are grounded in trust, respect, and shared stewardship of the GDN Network's mission and reputation. The volunteer efforts of Board and Council members are deeply valued, and coordination with the GDN ensures the Network continues to be represented thoughtfully and cohesively.

10. Review and Updates

The GDN Executive Committee will review these guidelines periodically and, if applicable, with the Board and Council—to ensure they remain aligned with the GDN Network's evolving mission and practices.