



# COLLEGE OF THE NORTH ATLANTIC

## GOVERNANCE POLICY

**TOPIC: REPRESENTATION**

**TITLE: BOARD CORRESPONDENCE**

<b>Policy No.</b>	GP-R-703	<b>Supersedes</b>	BP-504
<b>Related Policy</b>	N/A	<b>Effective Date:</b>	October 28, 2011

- 703.1 Board members and employees shall not fail to use only college email accounts to transmit or receive email correspondence related to official business.
- 703.2 All official correspondence, both electronic and paper, to or from the Board shall not fail to be routed through to the Executive Assistant to the Board's office for logging.
- 703.3 All correspondence which is marked personal shall not be opened by the Executive Assistant to the Board, without the permission of the addressee.

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Approved by: BM-04-08-06  
Date: October 25, 2008  
Revised: August 13, 2010  
Approved by: Board of Governors, BM 06-11-06  
Date: October 28, 2011