



# 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>	November 25, 2020

- 703.1 Board members and employees shall use only secure 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 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.

---

	Approved (Board Minute)	Date
Original Policy	BM 04-08-06	October 25, 2008
Revised	BM 06-11-06	October 28, 2011
Revised	BM 02-14-02	March 24, 2014
Revised	BM 06-20-09	November 25, 2020