



COLLEGE OF THE NORTH ATLANTIC

GOVERNANCE POLICY

TOPIC: REPRESENTATION

TITLE: BOARD CORRESPONDENCE

Policy No.	GP-R-703	Supersedes	BP-504
Related Policy	N/A	Effective Date:	March 24, 2014

- 703.1 Board members and employees shall not fail to 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 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.

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
Revised: February 6, 2014
Approved by: Board of Governors, BM 02-14-02
Date: March 24, 2014