



Correspondence

Adopted: Jan 2007
Reviewed: Nov 2008

The distinction between governance and management depends on transparency and open, proactive communications. In support of this, the Principal will not fail to ensure that:

1. All correspondence addressed to the Board will come to the attention of the Board.
 - a. “Correspondence” will include any communication in writing.
 - b. Correspondence directly received by the Principal will be listed in a report to each meeting of the Board that indicates: the sender, the date, the issue, how the correspondence was dealt with.
 - c. Correspondence received by other members of the Board will be forwarded immediately to the Principal for report.
 - d. The Board, upon carried motion, can ask that a piece of correspondence in the report be brought before it as business.
 - e. Individual Board members may view any piece of correspondence.
2. All correspondence will be dealt with in a timely and appropriate manner.
 - a. The Principal will determine whether the correspondence properly belongs to the business of the Board.
 - b. If so, it will be forwarded to the Chair with a recommendation or options for appropriate action.
 - c. If not, it will be forwarded to the appropriate person or group in the School for action, or otherwise dealt with in a suitable manner.
 - d. There will be no unnecessary delay in forwarding or assigning the correspondence to the appropriate person or group who can take action on it.