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.