

**7.4.ii. Guidelines****HANDLING OF CORRESPONDENCE: CHAIR and EXECUTIVE COMMITTEE**

Executive Committee: April 5, 1993

Amended: March 28, 2000

**A: PURPOSE:**

1. To ensure the proper logging and tracking of all correspondence directed to the Chair or the Executive Committee.

Note: This does not include correspondence directed to members of the Executive Committee as chairs of Local Trust Committees or in any other capacity.

**B: REFERENCES:**

1. Policy Manual: Handling of Incoming Mail: General (7.4.i.)

**C: GUIDELINE:**

1. All regular correspondence (including faxes and e-mails) addressed to the Chair or Executive Committee will be directed to the Executive Assistant. The receptionist shall not open correspondence marked private, personal or confidential. If the Executive Assistant believes it is urgent or important in nature, the Executive Assistant will fax the correspondence to the Chair and Executive Committee immediately. In the case of private, personal or confidential correspondence, the Executive Assistant will receive instructions from the addressee before opening or processing further.
2. All correspondence to the Chair or Executive Committee will be forwarded to the Executive Director. The Executive Director will determine to whom and how the correspondence will be distributed, who will be responsible for drafting a response and when, and if it should be placed on the next Executive Committee agenda. The Executive Assistant will make and distribute copies as required, ensure that correspondence for the next Executive Committee meeting is placed on the agenda, and retain the original piece of correspondence in the logbook.
3. The Executive Assistant will monitor all correspondence referrals to ensure that a draft response has been prepared within the timeframe set by the Executive Director.
4. All responses will be prepared and edited by the appropriate staff person and passed to another Director or Manager for editing. The correspondence will then be passed to the Executive Assistant for proof reading and further processing.

5. By 4 p.m. on the Thursday one week prior to an Executive Committee meeting, the Executive Assistant will send a copy of the response to the Chair for approval. Once approved the Chair will either direct the correspondence be held for signature or direct it to be placed on the agenda for the Executive Committee at its regular meeting.
6. Once the correspondence has been approved and signed, the Executive Assistant will process and make a copy for the logbook and one file copy.
7. Copies of all outgoing correspondence signed by the Chair or a member of the Executive Committee shall be provided to all members of the Executive Committee, the Executive Director, relevant Committees, the responsible manager, and other applicable parties as directed.
8. The Executive Assistant will track outgoing correspondence under the signature of the Chair or a member of the Executive Committee to ensure that it is responded to or acted upon in a timely fashion.
9. The chronological logbook of incoming and outgoing correspondence will be available for reference. Correspondence in the logbook may be copied but must be returned to the logbook immediately.
10. When preparing each Trust Council agenda package, the Chair and the Executive Director will review the correspondence logbook to recommend to the Executive Committee which letters should be placed on the Trust Council Agenda.