

**Bill Reid Foundation
Area: Limitations
Specific: Correspondence**

Date Approved: December 8, 2016

Correspondence

Purpose:

The purpose of this policy is to ensure correspondence (electronic and print) is managed consistently and professionally.

All outgoing correspondence will reflect the values and professionalism of the Foundation and Gallery

Bill Reid Foundation or Gallery letter head will be used for outgoing correspondence.

As Chair of the Board, or a Committee, a member of the Board may send out correspondence as identified in the Board or Committee Terms of Reference.

Board decisions shall be reflected as collective Foundation decisions and not any one person's opinion.