



EASTERN OREGON
UNIVERSITY

Board of Trustees

Procedure for Issuing Congratulatory and Thank You Cards on Behalf of the Board

Policy Statement

This policy on congratulatory and thank-you cards creates a procedure for the board of trustees to distribute cards of thanks, appreciation, and congratulations to members of the Eastern Oregon University (EOU) community.

Policy Rationale

In order to maintain clear communication and good relations with members of the EOU community, the board wishes to define a process whereby board members may identify persons to be sent handwritten notes of congratulation or appreciation.

Applicability

This policy applies to all board members.

Procedure

The chair or the chair's designee(s) may write and mail note cards of congratulations, thanks and appreciation to members of the university community. Any board member who wishes to send a note to an individual or group will send an email request to the assistant to the board secretary and to the designated board member. When making such a request, the board member shall demonstrate how the recipient is involved or related to the university community. The board member designated to issue notes shall determine if it is appropriate to do so. When in doubt, the board member designated to issue notes shall refer the question to the Board Secretary, who will consult with the University President, Board Chair, or Vice President for Advancement, as appropriate and available. The assistant to the Board Secretary shall record and track the recipients of notes. All board members will have viewing access to the list of recipients, but only the designated board member and assistant to the board secretary will be able to edit the document.

This procedure does not authorize the sending of note cards for purposes other than thanks or congratulations. Board correspondence for other purposes requires specific authorization by the Board or Chair. Blank board letterhead note cards will not be distributed for personal use, but only for board related purposes.

The stationary and postage used will be paid for by the board.

Approval History

Recommended to the Board of Trustees by the Governance Committee on XX/XX/2015.

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