

Outward Correspondence Policy

Purpose

The purpose of this policy is to clarify the appropriate way that outward correspondence is signed to avoid confusion regarding the role of DTE directors, committee members, workgroup members, active members, and volunteers.

Many individuals involved with DTE wear many hats and this should be encouraged yet can cause confusion leading to conflict. This policy is intended to address issues resulting from poorly signed correspondence.

This document is to be used with DTE Code of ethics, DTE code of conduct and all other DTE policy documents yet to be developed.

DTE Directors

A director of DTE is also a representative of the DTE board of directors, an active member, and a volunteer.

When sending outward correspondence, it is essential that directors do not misunderstand the importance to clearly identify who is sending outward correspondence. By default, a director is a member unless outward correspondence is authorised by the board. What this means is no director should sign outward correspondence including the title "Director" or "Board" unless an agreement has been recorded in the minutes by the DTE board for the director to engage in the correspondence. Any outward correspondence sent by a member identifying themselves as a director or representative of the DTE board without authorisation being included in DTE board meeting minutes shall be a breach of this policy.

DTE Secretary

The DTE secretary when sending outward correspondence as the DTE secretary shall at all times identify their role as the DTE secretary. For clarity, the DTE secretary shall not send outward correspondence with additional position titles.

Committee Members

DTE has multiple committees including but not limited to the Organising Committee and the Confest Committee.

While each committee or group may develop their own policy regarding outward correspondence it is important that members and volunteers who send outward correspondence on behalf of DTE committees and groups identify what DTE committee or group the correspondence is being sent from. It is also recommended that each committee or group develop a policy regarding authorisation and a means of documenting the authorisation to protect DTE members and volunteers.

Organising Committee members shall when possible include a direct link to the relevant minutes that authorised the correspondence when initially sending outward correspondence to members and volunteers.

Confest Committee members shall when possible include a direct link to the relevant minutes that authorised the correspondence when initially sending outward correspondence to members and volunteers.

DTE Members and Volunteers

All members and volunteers when sending outward correspondence shall only include a DTE position title when actively engaged in a role the title indicates.