

The United Church of Canada
Shining Waters Regional Council

Executive Minister: Correspondence

This policy provides direction to the Executive Minister on what correspondence should be directed to the attention of the executive.

Date Approved: November 30, 2018	Review date by the Executive: 2021
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RESPONSIBILITIES

The Executive Minister will answer correspondence on behalf of the Region for routine business where policy provides clear direction.

If the correspondence requires policy clarification, development or direction, the Executive Minister will bring the correspondence to the executive.

Correspondence shall be presented to the executive by the executive minister for consideration with a recommendation or options for action.