

# Burnaby Horsemen's Association Policy: Email Communication Policy

Approved: November 20, 2025

## Applicability

The purpose of this policy is to establish clear expectations for how board members and representatives of the Burnaby Horsemen's Association (BHA) handle email communications. Proper use of email ensures transparency, accountability, professional representation of the Association, and accurate record-keeping. This policy applies to all BHA board members and any individual authorized to send communications on behalf of the Association.

## Policy

1. All organizational correspondence should be accessible to the board and properly archived.
2. The Association's main email address should be used whenever possible for official communications.
3. When a board member chooses to reply to Association correspondence using a personal email account:
  - a. The Association's main email address must be copied (CC'd) on the reply.
  - b. The original conversation thread should remain intact to maintain context and visibility.
  - c. Personal business or company signature lines must be removed to avoid implying endorsement, affiliation, or representation by a private business.
4. Emails must be respectful, concise, and relevant to the subject.
5. Communications should reflect the collective interests of the Association, not personal opinions (unless explicitly noted as such).
6. All replies and correspondence must be filed and maintained in the Association's official records. This ensures accurate documentation, board awareness, and continuity of communications.

Following this policy will:

- Maintain accurate and complete records of Association correspondence.
- Ensure board awareness of responses made on behalf of the Association.
- Provide timely, consistent, and professional communication to members and the public.

## Review Schedule

|                               |                          |
|-------------------------------|--------------------------|
| <b>Policy Adopted:</b>        | <b>November 20, 2025</b> |
| <b>Policy Owner:</b>          | President                |
| <b>Next Review Scheduled:</b> | Nov 2026                 |

## Version History

| Date              | Version Number | Details                               |
|-------------------|----------------|---------------------------------------|
| November 20, 2025 | 1.0            | Initial version posted on BHA website |