



Type:	Operational	Created:	Septmeber 2025
Adopted By:	Board of Directors	Last Amended:	May 2024
Executive Responsibility:	Executive Director	Procedure:	

Section 1. Purpose and Description

The SUVCC Board is expected to communicate in a professional manner on behalf of the organization. Currently, Board Members use personal email addresses, which diminishes the organization's professional image. This policy outlines the requirements for email accounts assigned to each Board Member and the procedures for account transfer.

Section 2. Use of Email Accounts

- 2.1 Each Board Member shall be assigned an official SUVCC email account corresponding to their position.
- a) The assigned email account must be used exclusively for SUVCC-related business but are prohibited from discussing sensitive information. (e.g., Board Meeting's In-Camera discussions).
 - b) Board Members are prohibited from using their SUVCC email account for personal matters, unrelated activities, or commercial purposes.
 - c) Board Members are responsible for safeguarding their email account credentials by using strong passwords but are prohibited from acquiring ownership of the account.
- 2.2 Upon the conclusion of a Board Member's term, their email account will be transferred over onto the next Board.
- a) No data shall be deleted from the accounts.

Section 3. Email Account Format

- 3.1 Each Board Member's email account shall follow the format:
[First_Name_First_Letter.Last_Name]@suvcc.ca (e.g., j.doe@suvcc.ca for John Doe).
- 3.2 Email signatures must include the Board Member's name, position, and official SUVCC contact details (office).

Section 4. Use of Slack or other business communication and collaboration platforms

- 4.1 Board members shall conduct communications via Slack or any other future communications tool in accordance with all the applicable SUVCC policies and bylaws.

Section 5. Training and Support

- 5.1 The Outgoing Board shall prepare instructions for all incoming Board Members on proper email usage, account security, and best practices for professional communication.