



## **Apparent Authority Policy**

This policy provides guidance concerning who is authorized to make public statements on behalf of or as a representative of the Chapter and the way such public statements should be handled. It also provides guidance as to the distribution of documents or other information from the Chapter by the Executive Committee.

It shall be the policy of the Chapter that any communications on behalf of the Chapter shall be official, at the direction of the President, Executive Committee or staff. No statements shall be made, either verbal or written, that conflict with the position or policy of the Chapter. Chapter leaders should understand that by virtue of their position, that any statements may be perceived as official and made on behalf of the Chapter.

To control official communications, stationery and business cards shall be for the use of the President and staff only. Members of the Executive Committee or committees may not use stationery, unless for the filing of reports or other prescribed actions by the Executive Committee. Staff will prepare letters sent on behalf of the Chapter with a copy remaining in the office. Exceptions may be made to the policy so long as the purpose of the letter is made known and approved by the Executive Committee in advance; if the exception is approved, a copy of the outgoing letter shall be provided to staff within 24 hours of dissemination, for permanent file retention.