



Council Policy

Policy Name **Use of OAA Business Cards**

Issue Date **September 19, 2014**

Revision Dates **February 13, 2019**

OAA Council approved the issuance of OAA business cards to members of Council at its June 2014 meeting.

Members of Council will be advised of the availability of OAA business cards upon their election to Council. The business cards will only be issued to Council members upon their request.

Members of Council may use and distribute their OAA business card when serving in their official capacity as a member of the Council of the OAA or representing the OAA in an official capacity.

The cards will be produced based on OAA standard font and format. They include:

Name: **John Smith**
Designation: M.Arch, OAA, etc.
Position: OAA Councillor or President, Vice President, etc.
Contact: council@oaa.on.ca OR president@oaa.on.ca

The e-mail address is monitored by the Executive Assistant and/or Executive Director on a daily basis should someone wish to contact a member of Council directly regarding Council or OAA business.

For those members of Council who serve in the capacity of Officer of the Council (i.e. President, Senior Vice President & Treasurer, Vice President or Immediate Past President) that title will be reflected on their business card accordingly.

All unused Business cards will be destroyed by the member of Council upon the expiration of their elected term on Council.