

The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number: 1. 34 (version 2) *please remove version 1*

Subject: Correspondence at Region, Section, DA and Section Area Meetings

To: Region, Section, DA and Section Area Secretaries

From: Business Systems and Administration Director

Direct Line No: 02476 475409

This Green Paper confirms the correct procedure for Regions, Sections DA and Section Areas in dealing with correspondence received relating to Voluntary Officer or Club Business.

All correspondence including emails, letters etc received by Regions, Sections, DA and Section Areas relevant to the good stewardship and general administration of the Club Units business must be reported under 'Correspondence' at Region, Section DA and Section Area Council meetings.

January 2015

COPIED TO:

To National Councillors

To Region Secretaries

To Section Secretaries

To District Association Secretaries

To Section Area Secretaries

