Recording Incoming AND Outgoing Mail/Emails Template

TASKS

* Clear mail from your post office box/mailbox regularly
* Incoming emails are checked on a daily basis by an authorised staff member or member of the committee
* Mail/email addressed to staff or individual committee members should be directed to the appropriate person, unopened
* All other mail is opened by the Secretary or a duly authorised person
* All mail/emails are recorded

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| **Incoming Mail/Emails** |
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