

# OFFICIANT COMMITTEE CHARTER

*BRITISH COLUMBIA HUMANIST ASSOCIATION*

Adopted by the BCHA Board on 2 May 2011.

This document has been prepared in consultation with the executives of the Ontario Humanist Officiant programs maintained by Humanist Canada and the Ontario Humanist Society.

## EXECUTIVE SUMMARY

The goal of this document is to create an autonomous and self-governing body to establish and maintain a Humanist Officiant Program on behalf of the BC Humanist Association. The Program exists to certify Humanist Officiants to perform weddings, memorials, baby-welcoming, and similar passage-of-life ceremonies. The basic structure will be a committee of 3-6 Officiants, elected by all Humanist Officiants representing the BCHA. The committee will be responsible for ensuring that the Program adheres to all legislative requirements; overseeing the appointment and training of new Officiants; overseeing the conduct of existing Officiants via the Officiant Code of Ethics; and handling complaints against Officiants and any resulting disciplinary action. The Board of the BCHA will appoint the first committee. Subsequent committees will be selected in elections to occur once per year for half of the positions on the committee, with members being elected to 2-year terms.

## 1. PURPOSE

The purpose of the Officiant Committee (OC) is to develop and manage the Officiant Program on behalf of the British Columbia Humanist Association (BCHA) Board of Directors in compliance with the requirements of the Province of British Columbia.

## 2. ORGANIZATIONAL STRUCTURE

**The Governing Official** is appointed annually by the Board of the BCHA and is the administrative official who is responsible for informing the Vital Statistics Chief Executive Officer (VS CEO) of any appointments, dismissals, deaths, moves, altered circumstances, or other relevant changes of BCHA Officiants.

**The Chair** is the person elected by the OC who will chair the meetings and encourage the OC members in their tasks. In the absences of a committee Chair, the BCHA board may appoint one.

The BCHA Board may combine the position of Chair and Governing Official. If no Officiants are available to serve as either the Chair or Governing Official, the BCHA board may appoint a non-officiant to either or both of these positions. Whoever is appointed should be familiar with the Officiants program and the needs of BCHA Officiants.

## 3. FORMATION & RENEWAL OF THE COMMITTEE

- a. The OC shall comprise no less than three and no more than six members, all of whom shall be BCHA Officiants in good standing.
  - i. If an insufficient number of Officiants are available to fill vacancies, general members of the BCHA may stand for the OC.
  - ii. The first OC shall be appointed by the BCHA Board.
- b. Except for the first year of the committee, the term of each committee member is two years from the date of election. There are no term limits; members whose terms are completed may stand for re-election.
  - i. The term of the first OC is one year.
- c. Usually, the elections of the six members are staggered such that three positions on the committee are electable each year. Subject to early resignation of committee members, more positions may be available in a given year.
  - i. The first OC elections shall elect three members to a one-year term and three to a two-year term.
- d. Elections shall take place annually. Any Officiant in good standing is eligible to vote and to stand for election to the OC.
- e. The incumbent Chair will identify those nominated for vacant positions on the OC and ask the nominees if they choose to stand for election. Nominees have an opportunity to make a statement to the eligible voters prior to voting.
- f. Voting will be carried out by secret ballot either online, by mail, or at an OC conference. Paper ballots will be counted by three volunteers from the ranks of the Officiants who are

free of any conflict of interest. Re-counts may be requested and will be carried out by additional scrutineers if necessary.

- g. If the results of the election are not in dispute, the members of the new OC shall be confirmed.
- h. At the first meeting of the new OC following the election, the committee members shall elect a Chair. The committee may also select a Secretary and a Chair of Ethics Sub-Committee.

## 4. FUNCTIONS

Tasks required of the OC shall be shared among its members. Other Officiants may be asked to assist in fulfilling its mandate as needed, e.g. interviewing, selection, and training of new Officiants.

- a. **Transparency:** The OC shall operate in a transparent, collaborative manner and shall seek the advice of Officiants on matters of substance. Minutes shall be published after each meeting and made available to Officiants, the BCHA Board, and members of the BCHA.
- b. **Compliance:** The OC shall ensure that committee and Officiant activities and policies comply with S. 2 of the BC Marriage Act and S. 15 of the Vital Statistics Act. This is normally the responsibility of the Chair, but the Chair may delegate this authority to other OC members or to an administrative assistant.
- c. **Communication with the VS CEO:** It is the responsibility of the Governing Official to:
  - communicate with the VS CEO;
  - notify the VS CEO of the name of every new BCHA Officiant to be licensed or any Officiant who has moved, resigned, become unfit to practise, died, ceased to reside in BC, or has ceased to be endorsed by the BCHA;
  - ensure OC compliance with any other requirements as set out by the VS CEO; and
  - report to the BCHA board at its request.
- d. **Responding to Inquiries About Becoming An Officiant:** The OC shall use either of the standard letters (see Appendix A and B) to respond to inquiries about becoming a BCHA Officiant.
- e. **Ethics:** The OC shall develop and maintain a BCHA Board-approved Code of Ethics governing the functioning of the Officiants in their duties.
- f. **Complaint Resolution:** The OC shall develop and maintain BCHA Board-approved procedures to address complaints against individual Officiants; hear and resolve disputes concerning practices and procedures by Officiants; and mediate and arbitrate issues that arise between Officiants.
- g. **Discipline:** The OC shall, after due process, discipline and/or recommend decertification of Officiants who do not comply with the Code of Ethics, fail to meet regulatory or legislative requirements or program policies, fail in any way to meet the established criteria required to serve as a BCHA Officiant, or prove to be unsuitable for any other reason. For complaint resolution, see the Complaint Resolution Procedure in the Officiant Code of Ethics. For disputes or issues that cannot be described as complaint resolution, the following guidelines should be followed:

- Issues arising between the OC and individual Officiants shall be resolved at the earliest stage in the Complaint Resolution Procedure, to whatever extent possible.
  - If an Officiant is dissatisfied with the decision of the OC resulting in disciplinary action or decertification, he or she may contest the decision in writing to the Appeal Panel of the OC. (See the Complaint Resolution Procedure.)
  - Appeals Panels will be formed as needed. An appeal panel will consist of three Officiants including the OC Chair, another member of the OC, and an Officiant selected by the Officiant requesting the appeal. Neither the Officiant requesting the appeal nor the Officiant requesting disciplinary action may sit on the appeal panel. OC members, including the Chair, must not serve on the Appeal Panel if they are seen to be in conflict of interest. A BCHA board member may serve in place of the OC Chair.
  - If the OC appeal body rules against an Officiant, the Officiant may take his or her case to the BCHA Board. When considering appeals, the Board must first decide whether the procedures followed were correct, and secondly whether to support the decision of the OC. The decision by the Board shall be final.
- h. **Communication with BCHA Officiants:** The OC shall maintain regular communication with Officiants to keep them informed of the development of the Program and the Committee's activities and considerations as appropriate, and to seek feedback on such activities.
  - i. **Education:** The OC shall develop and maintain policies for continuing professional development of Officiants.
  - j. **Fees and Finances:** The OC shall recommend for BCHA Board approval the annual dues payable by Officiants to the BCHA.
  - k. **Outreach:** The OC shall offer support and assistance regarding Officiant training when requested by a humanist group from another province.

## 5. OFFICIANT CRITERIA

All Officiants shall possess the following qualifications, which may be waived by unanimous vote of the OC. The Officiant:

- a. supports the principles of the BCHA and is familiar with the history of Humanism;
- b. has been a member of the BCHA for at least one year before becoming an Officiant and continues to maintain his or her membership as long as he or she remains an Officiant;
- c. displays a record of active involvement in the Humanist movement in BC and continues to be actively involved;
- d. is a compassionate and fair-minded individual who respects and values human diversity. He or she presents his or herself in a professional manner, has well-developed interviewing skills and can engage in empathetic, non-judgemental working relationships;
- e. has well-developed verbal and written communication skills and is comfortable speaking before small and large groups;
- f. has well-developed organizational skills, which include keeping up-to-date and accurate records of his or her services;

- g. has experience or skills related to running a small business;
- h. demonstrates a commitment to continuing education;
- i. understands that, regardless of past experience, his or her application to become an Officiant must be evaluated on the same basis as any other, and he or she may be required to take training before approval;
- j. will commit to establish a humanist group, if there is none near his or her home; and
- k. agrees to engage in professional development activities, including, but not limited to, attendance at an annual Officiant Conference.

## 6. APPROVAL AND APPOINTMENT OF OFFICIANTS

Officiants licensed by the BCHA shall be approved by the OC under the following procedure:

- a. An Officiant candidate becomes eligible for approval by the BCHA upon submission of all documents, references, and police background checks, and after completion of all components of the qualification process and the standard Officiant training.
- b. At the conclusion of the training, the trainer will compile an evaluation of the candidate and draft a brief summary of the candidate's performance for the OC. The summary will include the trainer's recommendation for approval or rejection.
- c. On receipt of the trainer's recommendation, the OC will discuss the candidate's file at a regularly scheduled meeting.
- d. Ideally, the decision to appoint or reject will be reached by consensus. If consensus cannot be attained, a vote will be held with a simple majority required for appointment of the candidate as an Officiant.
- e. If the candidate is rejected, the OC will apprise the candidate by mail of the Committee's decision.
- f. If the candidate is accepted, the OC will send an e-mail notifying the Candidate of their acceptance as an Officiant.
- g. Finally, the Officiant and the Chair shall sign the Memorandum of Agreement (see Appendix C).
- h. Once approved, the Governing Official shall notify the VC CEO of the appointment via a form letter (see Appendix D).

## 7. OFFICIANT RESIGNATION AND RETIREMENT

The process for managing Officiant resignations shall be governed as follows:

- a. **Retirement or Resignation** - Retiring or resigning Officiants shall be required to submit written notification of their decision to resign or retire indicating the effective date. In the case of temporary withdrawal from practice, the reasons for and the anticipated period of the withdrawal shall be included in the letter of notification.
- b. **Acknowledgement** - Both retiring and resigning Officiants shall be sent a letter of acknowledgement from the OC.

- c. **Discharge** - Officiants discharged for cause at any time, or upon completion of their five-year review, shall be sent a letter outlining the reasons for the discharge. An appeal procedure will be available through the Complaint Resolution Committee described in the Code of Ethics.
- d. **Certificate** - Retiring Officiants who have served for at least five years shall be issued a certificate of appreciation for service.
- e. **Illness** - An Officiant withdrawing due to illness shall be excused the payment of fees for the year if not already paid, with payment on a pro-rated basis paid at the time of reinstatement following receipt of invoice.
- f. **Voluntary Withdrawal** - If an Officiant withdraws temporarily for personal reasons other than illness, they shall be required to pay full annual fees during the period of their withdrawal to retain their license privileges.
- g. **Length of Withdrawal** - If the Officiant withdraws for a period longer than two years, he or she may be asked to repeat the Officiant training. The final decision shall be made by the OC, based on the outreach activity of the Officiant before and during the period of withdrawal.
- h. **Third Party Notifications** - A notice explaining the circumstances of withdrawal shall be placed against the name of the Officiant on the BCHA website. After one year has passed, the name of the Officiant shall be removed from the website.
- i. **Status After Leaving** - Officiants will not retain their right to conduct ceremonies in the name of BCHA after they resign, retire, or are discharged, or during the period they are inactive as a consequence of a temporary withdrawal.

## 8. OFFICIANT REVIEW

Officiants shall be reviewed every five years to clarify and reaffirm the relationship between the Officiant and the OC; and to ensure a consistent standard as defined by the Code of Ethics is maintained by all BCHA Officiants. The review shall be conducted under the following procedures and methodology:

- a. A Review Committee (RC) will be formed for each review. It will consist of at least two Officiants who have been licensed at least three years, and be accepted by the OC and the Officiant under review.
- b. No Officiant shall conduct a review on his or herself.
- c. The Officiant will be sent a questionnaire to complete and return to the RC (see Appendix F).
- d. The Officiant under review will also submit with their questionnaire the following items:
  - 1. a clear colour photo, at least 4" x 6" in size, showing the Officiant while conducting an actual ceremony,
  - 2. samples of handouts given to key participants,
  - 3. and examples of positive feedback from key participants.
- e. The reviewers shall study the completed questionnaire and accompanying documents to determine whether the Officiant exhibits an acceptable level of competence and his or her

ceremonies reflect the tenets of humanism, and whether the level of humanist activity more generally meets the expectations for an Officiant.

- f. If the review process yields positive results, the review will be considered complete. Officiants with such an outcome will be approved for renewal and be so advised in writing by the Ceremonies Committee. Any conditions which the reviewers may attach to the approval shall be stated therein.
- g. In the event that the Officiant's practice does not appear to meet the expected standard, the reviewers may seek further information and documentation including a telephone or face-to-face interview with the Officiant being reviewed. The interview should be no longer than 30 minutes. The goal shall always be to support the Officiant to bring their practice in line with the expected standards.
- h. Any Officiant who, in the opinion of the Review Committee, has not met the expected standards will be reported to the Ceremonies Committee for further action. The report shall indicate the specific deficiencies identified through the review and any action recommended.
- i. The OC shall determine any further action regarding Officiants who are not approved for renewal.

## 9. REPORTS

- a. The Chair of the OC shall report to the BCHA Board at least once annually, either in writing, in person, or by teleconference. When presenting recommendations or advice to the Board, the OC shall provide any background or supporting material the Board requires to make an informed decision.
- b. The Chair of the OC shall report, in person or in writing, on the activities of the committee annually to BCHA Officiants.
- c. The OC shall keep complete minutes of its meetings and will make such minutes available to the Officiants, the Board, and its members.
- d. Officiants may propose amendments to policies and procedures, the Charter, or the Code of Ethics for vote during the annual elections.
- e. Officiants are encouraged to hold discussions and make proposals via the internet, which will be discussed at OC meetings.

## 10. AMENDMENTS

This Charter may be amended by a majority vote of the Board of the BCHA, a two-thirds majority vote of the OC, or by a two-thirds majority vote of registered BCHA Officiants.

## 11. DISSOLUTION

This committee may only be dissolved under the following circumstances:

- a. no Officiants remain registered with the BCHA;

- b. no funds or debts remain with the committee;
- c. and a unanimous vote to dissolve is passed by the OC or a majority vote to dissolve the committee is passed by the BCHA Board.

## 12. APPENDIX A: STANDARD LETTER TO INQUIRERS: BCHA MEMBERS

Dear \_\_\_\_\_:

Thank you for your interest in becoming a Humanist Officiant. Your inquiry is particularly welcome because of your active involvement in organized humanism.

The process for proceeding as a candidate begins with the criteria listed in the Officiant Application Letter at [website here](#). We ask that you visit the website and read the letter.

If you determine that you meet the criteria listed, please provide a summary of your qualifications in an e-mail to [officiants@bchumanist.ca](mailto:officiants@bchumanist.ca). We will respond to your letter as soon as possible with information about what to do next.

The next steps include completion of a formal application; submission of copies of your diplomas, certificates, and/or degrees, references, and police check; and an interview. The BCHA Officiant Committee will review the application and if you are successful, you will be invited to participate in a special training program for aspiring Officiants.

Because we are a volunteer-run program with limited resources, we may not offer the training each year. When we have sufficient qualified candidates approved for training, our experienced Officiants will organize a suitable training program for newcomers.

Although we hope that candidates selected for training will qualify as Humanist Officiants, we cannot guarantee approval at any stage of the process. Since we wish to provide an outstanding Officiant Program to serve the Humanist community and the public at large we may, on occasion, refuse a candidate on the basis of their qualifications and/or performance at any stage of the process.

At the same time, be assured that we have an interest in increasing the number of Humanist Officiants across the Province of British Columbia to serve a growing humanist population. We earnestly seek individuals with a secular humanist perspective who also have the personal and professional qualities required to celebrate rites of passage as an ethical and loving commitment.

Cordially yours,

< - - name - - >

Officiant Committee Member

BC Humanist Association

## 13. APPENDIX B: STANDARD LETTER TO INQUIRERS: NON-MEMBERS

Dear \_\_\_\_\_:

Thank you for your interest in becoming a Humanist Officiant with the BC Humanist Association.

The process for proceeding as a candidate begins with the criteria listed in the Officiant Application Letter at \_\_\_\_\_[website](#)\_\_\_\_\_. We ask that you visit the website and read the letter.

If you determine that you meet the criteria listed in the letter, please provide a summary of your qualifications in an e-mail to [officiants@bchumanist.ca](mailto:officiants@bchumanist.ca).

We will respond to your letter as soon as possible with information about what to do next.

The next steps include completion of a formal application; submission of copies of your diplomas, certificates and/or degrees, references, and police check; and an interview. The BCHA Officiant Committee will review the application and if you are successful, you will be invited to participate in a special training program for aspiring Officiants.

Because we are a volunteer-run program with limited resources, we may not offer the training each year. When we have sufficient qualified candidates approved for training, our experienced Officiants will organize a suitable training program for newcomers.

Although we hope that candidates selected for training will qualify as Humanist Officiants, we cannot guarantee approval at any stage of the process. Since we wish to provide an outstanding Officiant Program to serve the Humanist community and the public at large we may, on occasion, refuse a candidate on the basis of their qualifications and/or performance at any stage of the process.

At the same time, be assured that we have an interest in increasing the number of Humanist Officiants across the Province of British Columbia to serve a growing humanist population. We earnestly seek individuals with a secular humanist perspective who also have the personal and professional qualities required to celebrate rites of passage as an ethical and loving commitment.

Cordially yours,

< - - name - - >

Officiants Committee

BC Humanist Association

# 14. APPENDIX C: MEMORANDUM OF AGREEMENT

Between the BC Humanist Association and **\*\*Name of Officiant\*\***

## **Preamble**

The primary goal of the BC Humanist Association Officiant Program is to provide dignified Humanist rites of passage such as wedding and funerals, coming of age, confirmations, and baby welcoming ceremonies for our members, other humanists, and any individuals who desire a Humanist Ceremony.

This Memorandum of Agreement is to establish clear and mutually satisfactory relations between the British Columbia Humanist Association (hereinafter referred to as "BCHA") and individuals who are endorsed or otherwise appointed by the BCHA as Officiants (hereinafter referred to as "the Officiant") to provide ceremonies for the rites of passage grounded in the tenets of Humanism.

## **BCHA and Officiant hereby agree as follows:**

1. The Officiant is accountable to the BCHA through the Officiants Committee (OC) and the Governing Official.
2. The Officiant is subject to the Code of Ethics as set out at the time of this agreement and revised from time to time by the OC.
3. The Officiant acknowledges having received a copy of the BCHA Code of Ethics and agrees to follow these practices and any other standards enacted by the OC or the BCHA Board from time to time.
4. The Officiant must pay an annual fee in support of the program, the amount to be determined by the OC and submitted according to the Officiants Committee Charter.
5. The Officiant is required to keep an accurate record of ceremonies performed and must provide these statistics to the OHS on at least an annual basis.
6. The Officiant is to fulfill all legal requirements stipulated in the Marriage Act and Vital Statistics Act of the Province of British Columbia, including keeping records of all marriages in the Marriage Register and the completion and prompt forwarding of necessary documents to the Vital Statistics Agency.
7. The Officiant is expected to give notice to BCHA (who shall inform the Vital Statistics Chief Executive Officer) of intention to withdraw as an Officiant.
8. The Officiant is appointed by the BCHA to provide rites of passage for BCHA members, other Humanists, and any individuals who desire a Humanist ceremony, and to raise awareness of Humanist philosophy in British Columbia. The Officiant understands that the BCHA appointment does not constitute any promise or guarantee of income of any sort.
9. The Officiant understands that any and all actions taken by the BCHA shall be final and binding. For greater clarity, but without limiting the foregoing, any such actions shall not be questioned or reviewed in any Court.
10. The Officiant understands that his or her accreditation may be terminated by the BCHA acting in good faith and in accordance with the process detailed in the Code of Ethics.

11. Either party may terminate this Memorandum of Agreement without cause upon written notice by registered mail to the other party.

This Memorandum of Agreement is effective for a maximum of 5 years, upon which a mandatory review shall occur, from the date of signing, subject to compliance with the agreement and notwithstanding the stipulations in paragraph 11.

\_\_\_\_\_  
**Officiant**

\_\_\_\_\_  
**Chair, Officiants Committee, on behalf of BCHA**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

## 15. APPENDIX D: OFFICIANT APPOINTMENT LETTER TO THE VS CEO

This is to notify you that:

< - - name - - >

c/o <- - name of local group - ->

< - - address of officiant - - >

has been appointed as a Humanist Officiant and is authorized to perform weddings in accordance with the rites and usages of the BC Humanist Association.

As the Governing Official for the BC Humanist Association, I accept full responsibility for < - - name - - > in his/her practice as a Humanist Officiant. I also undertake to notify the Vital Statistics Chief Executive Officer in writing should < - - name - - > move, change pastoral charge, become deceased, move out of the province, or cease to be associated with the BC Humanist Association.

Cordially yours,

< - - name - - >

Governing Official

BC Humanist Association

## 16. APPENDIX E: LETTER TO OFFICIANT UNDER REVIEW

< - - date - - >

-- Officiant name and address --

Re: 5-Year Review

Dear – officiant --:

According to the terms of reference for the Officiants Committee, all Officiants are required to have their appointment reviewed once every 5 years. In this context, we enclose a questionnaire for your attention. We ask that you return the completed questionnaire by < - - 30 days from date mailed - - > by e-mail to the review committee members whose addresses are given below.

If you are unable to e-mail your completed form, please send it by post to:

< - - name - - >

Chair, Review Committee

BC Humanist Association

< - - current address - - >

Please confirm by e-mail when you have sent it.

Thank you for giving this your priority attention.

Yours sincerely,

BCHA REVIEW COMMITTEE

< - - name - - > < - - e-mail address - - >

< - - name - - > < - - e-mail address - - >

< - - name - - > < - - e-mail address - - >

encl.

cc: < - - name - - > Chair

## 17. APPENDIX F: QUESTIONNAIRE TO OFFICIANTS UNDER REVIEW

Please be as candid and concise as possible in completing this questionnaire. If you have any questions or concerns about any particular aspect of it, please do not hesitate to contact the review committee.

1. Date:

2. Name:

3. Indicate the number of ceremonies you performed in the last 12 months:

Weddings: \_\_\_\_

Funerals and memorial ceremonies: \_\_\_\_

Naming ceremonies: \_\_\_\_

Other (describe): \_\_\_\_\_

4. Describe your process in helping participants before, during, and after a ceremony:

5. Identify the Humanist activities engaged in over the last 12 months:

5.1. Local Association:

5.2. Number of local meetings attended:

5.3. Outreach activities:

6. Summarize all recent professional development activities, including conferences.

7. Submit any general comments you would like in support of your renewal:

8. Attach the following to this reply:

- a clear 4x6 full-height colour photo of you conducting an actual ceremony (digital or print)
- examples of wedding, funeral/memorial, and child naming ceremonies you have performed (as appropriate/if possible)
- samples of your handouts to key participants
- examples of positive feedback from key participants

## 18. APPENDIX G: FIVE YEAR REVIEW FORM

1. Date: \_\_\_\_\_
2. Submitted by: \_\_\_\_\_
3. Name of Officiant: \_\_\_\_\_
4. Client Support level (circle):

In Compliance                  Accepted but with comments                  Not Accepted

Comments: \_\_\_\_\_

5. Humanist Activities (circle):

In Compliance                  Accepted but with comments                  Not Accepted

Comments: \_\_\_\_\_

6. Professional Development Activities (circle):

In Compliance                  Accepted but with comments                  Not Accepted

Comments: \_\_\_\_\_

7. Attachments:

Comments: \_\_\_\_\_

19. APPENDIX H: LETTER TO OFFICIANTS WHO HAVE PASSED  
REVIEW

< - - date - - >

-- Officiant name and address --

Re: 5-Year Review Committee Report

Dear - officiant --:

The Five Year Review Committee has reviewed the materials submitted by you and found them to be in general compliance with the Code of Ethics, as well as the policies and procedures of the Officiants Committee. The renewal of your officiant license has, therefore, been approved with comments in the following areas:

- 1. < - -enter appropriate area - - >
- 2. < - -enter appropriate area - - >

These comments are intended to provide guidance to you regarding areas of your Officiant practice that could be strengthened according to the standards in the Code of Ethics or Officiant Profile.

For details, please refer to the Review Report, which is included in this mailing for your information.

Should you wish to discuss the Report, please contact < - - name - - >, Chair of the Review Committee. He/she is well informed and prepared to discuss the Review with you in the light of questions or concerns you may have.

Cordially yours,

< - - name - - >

Chair, Ceremonies Committee

< - - e-mail address - - >

< - - name - - >

Chair, 5-Year Review Committee

< - - e-mail address - - >

< - - telephone no. - - >

BCHA REVIEW COMMITTEE

< - - name - - > < - - e-mail address - - >

< - - name - - > < - - e-mail address - - >

< - - name - - > < - - e-mail address - - >

encl.