

## POLICY – MEMBER SUBMISSION

### Purpose

This policy is intended to provide a simple means for parents to bring issues to the BGSC Executive Board’s attention, allowing individuals to add to the agenda in a timely manner. This is meant to maintain meeting function and cover all business set out in agenda.

### Definitions

BGSC Executive – Burnaby Girls Soccer Club Board of Directors

Executive Meetings – monthly meetings held by the board

Members – members of the club, parents who have girls registered with BGSC

Volunteer – any person who is currently carrying out a duty for BGSC

### Background

The BGSC Executive recognizes that interest and awareness of club affairs is necessary for the club to operate on an ongoing basis with Volunteers. Inviting members to meetings will expose the BGSC Executive to the concerns of the Members and expose the Members to the activities of the BGSC Executive.

### Policy

Members may attend board meetings whenever they wish. To raise issues, Members must follow procedures described below.

### Procedures

The Member shall submit a written formal request to the Secretary describing the issue to be discussed. The request shall be in sufficient detail to ensure the topic is clear and concise.

Upon receipt of the request, the Secretary shall confirm that this policy has been met and will add the item to the agenda for the next Executive Meeting. The submitted issue will be allotted 10-15 minutes to complete.

VERSION CONTROL		
Version	Date	Comments
R0	August 13, 2010	Draft - Issued for Committee Review and Comment
R1	August 18, 2010	Draft – Issued for BGSC Executive Review
R2	October 21, 2010	Published – Adopted by BGSC Executive