



British Columbia Recreation & Parks Association

Request Form for Board of Directors Meeting Agenda Item

A member in good standing of the BCRPA may request to have items included on the agenda of the Board of Directors. Any member desiring to place an item on the agenda may submit the particular item of business using this form.

- A member must complete the form and submit no later than four weeks prior to the Board meeting.
- The member will be notified within two weeks of the submission if the proposed agenda item has been approved.
- Requests returned to members for revisions must be re-submitted to the CEO at least two weeks prior to the Board meeting when it is to be considered.
- No additional reports or recommendations will be provided by the CEO; the Board will receive only what was supplied by the member.

MEMBER INFORMATION

Name:

Title:

Organization:

Telephone Work:

Home:

Cell:

Email address:

BCRPA Membership #:

AGENDA TOPIC: (Please identify the issue for consideration)

AGENDA TOPIC DESCRIPTION: (Please provide a synopsis of the proposed agenda item summarizing main points leading to desired action. Explain who, what, when, why, how)

REQUESTED ACTION OF THE BOARD OF DIRECTORS: (Please describe the action requested)

FINANCIAL IMPACTS ANALYSIS: (Please estimate relevant financial impacts)

IDENTIFY ANY OTHER ORGANIZATIONS OR INDIVIDUALS THAT WOULD BE AFFECTED BY THIS REQUEST: (Please include an itemized list of all parties affected by request)

ATTACHMENTS: (Please send attachments with this form in your email submission)

- 1.
- 2.
- 3.

PLEASE SUBMIT FORM TO:

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