

Tab 4- Explain Procedures and Timeline for Agendas and Board Book Tab Material

Agenda Preparation

Regular Board meetings have been held on the fourth Tuesday of the month for the past several years. One of the President's duties is to prepare the agenda for each Board meeting. Generally, a draft agenda is prepared and sent by email to Board members 12 days prior to the Board meeting (usually the second Thursday of the month) with a request for additions or deletions.

If approved by the President, requests by Board members are incorporated in the agenda and it is sent back to the Board and to the office for posting at mail stations and on the website on the Monday of the week before the Board meeting. Information to support any tab for which a Board member is responsible is due to the office by the Tuesday of the week before the Board meeting.

The office staff assembles the Board books on Wednesday and Thursday morning of the week prior to the meeting. Board members are sent an email on Thursday after the books are completed letting them know their books are ready to be picked up. Members can either pick up their board book at the office or get them at the gate anytime after 5pm on that day. As soon as the books are ready, the tab information is posted on the Lake Holiday website.

Board members have the option to receive their books electronically only. If you would like to receive it electronically, please email Jill at jill@lakeholidaycc.org.

(SPECIFIC) INFO TAB FOR BOARD

(date)

TOPIC : (What is the information the Board needs to hear about?)

INFORMATION: (Any additional information / history concerning the issue if needed.)

ESTIMATED BUDGET INFORMATION: (Is there budget information that goes along with this topic? If not, then remove this paragraph)

PLANNED ACTIONS: (What actions will the committee/working group take next?)

SPONSOR: (Which Liaison Director is presenting before the Board.)

(specific) MOTION TAB FOR BOARD

(date)

ISSUE: (What is the problem that needs resolving?)

BACKGROUND: (Any additional information / history concerning the issue if needed.)

ESTIMATED BUDGET INFORMATION: (Where in the Budget should the money come from. Have you checked with the Treasurer? If you know what costs are. Etc.)

SUMMARY: (In a few sentences, identify what you have stated above.)

RECOMMENDATION: (State what outcome the committee would like to happen.)

MOTION/ACTION: (What you want the Board to vote on.)

SPONSOR: (Which Liaison Director is presenting before the Board.)