

<b>Position</b>	<b>Bylaws, Resolutions and Recommendations (BRR) Committee</b>
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Appointment	Appointed by the Governor Elect with approval of the District Board of Directors.
Term of Office	Two Years.
Membership	The Committee comprises of a Chair and one other member.
Role	<ul style="list-style-type: none"> <li>- To assist, edit and clarify any proposed change/s to District Policies and or International Policies or Bylaws that are to be presented to the annual District Conference. These may be submitted by the District Board and or Clubs.</li> <li>- To circulate any submissions to all District Officers and Clubs no later than forty five days prior to Conference.</li> <li>- To review District Policies for changes/updates/improvements that may be required and make recommendations to the District Board in this regard</li> <li>- To liaise with the District Governor, Parliamentarian and Board re any issues arising from BRR submissions.</li> <li>- To assist the District Board with the interpretation of Bylaws and policies if requested.</li> </ul>
Policies and By-laws etc.	<ul style="list-style-type: none"> <li>- Be familiar with all District Policies and Procedures (esp. no 4)</li> <li>- Be familiar with the International <i>Resource Guide</i> and International Bylaws and Policies.</li> </ul>
Conference	<ul style="list-style-type: none"> <li>- To attend the annual District Conference – if able</li> <li>- To present the BRR briefing session to the delegates</li> <li>- To present the BRR at the Business Session as directed by the Governor</li> </ul>
District Policies	<ul style="list-style-type: none"> <li>- To hold the master copy of the District Policies and update them after the District Conference.</li> <li>- Distribute the updated policies to the District Board, Clubs, District Chairs and Past District Governors within 30 days of District Conference.</li> </ul>
Communication with Clubs	<ul style="list-style-type: none"> <li>- Be available to assist clubs with the interpretation of Club bylaws and policies if requested.</li> </ul>
Reports	<ul style="list-style-type: none"> <li>- Submit a six monthly report prior to the Mid Year Board Meeting and a annual report to be included in the District Conference Programme. <i>Due date will be advised by the District Programme co-ordinator.</i></li> </ul>

Records - Maintain a record of all pertinent material to this position during the term of office, to act as a guide to a successor, or for inclusion in the archives

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Expenses - Claim any expenses as allowed under District Policies.

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Leadership & Training Goals for 2017/19 - *Encourage understanding of the structure and bylaws/policies of Altrusa International at all levels.*

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