

Position	
Bylaws, Resolutions and Recommendations (BRR) Committee	
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 Bylaws etc.	<ul style="list-style-type: none"> <li>- Be familiar with all District Policies and Procedures (esp. Policy 4 BRR).</li> <li>- Be familiar with the International Encyclopaedia 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 and Bylaws	<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> <li>- Conduct a review of District Policies on the District Fifteen website and liaise with the Governor if updates are required.</li> <li>- Review changes made to District Bylaws at International Convention and update District Bylaws and file updated copy with Charities Commission and on District Website.</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 to the Leadership Chair for incorporation in their Leadership programme Committee report prior to the Mid-Year Board Meeting.</li> <li>- Submit an annual report to the Leadership Chair to be included in the District Conference Programme. <i>Due date will be advised by your Board Representative.</i></li> </ul>
Records	<ul style="list-style-type: none"> <li>- 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.</li> </ul>
Expenses	<ul style="list-style-type: none"> <li>- Claim any expenses as allowed under District Policies.</li> </ul>