

# AGENDA ITEM SUBMISSION FORM

## ***Proposal***

***I move that the secretary's job description be changed as follows:***

*4. Prepares minutes and* sends those drafts of minutes to other members of the Executive Committee for review *within sixty days of the previous Boards meeting*. Upon approval by the Executive Committee, copies of the complete version will be sent to all Directors for approval. Directors will be given 7 days to provide input. Upon approval by the majority of the Board members, copies of the published version will be sent to all committee chairs, the Memo Editor for publication, and the Webmaster for posting on NPGA's website.

## ***Reasons***

Minutes should be made available to the general membership in timely manner.

## ***Advantages***

Since agenda are due six weeks before board meetings, this time limit will allow the executive committee and the board time to review and accept minutes in ample time for publishing. This will give the general membership time to read the minutes and, if necessary, contact their directors before the next board meeting.

## ***Disadvantages***

***none***

## ***Financial Implications***

***None***

## ***Submitted by***

***Denise Fraser***