

# Lake Jackson Soccer Club

## Board Meeting Agenda Preparation and Management Policy

Timeline in preparation for monthly Board meetings:

- 1 week prior to board meeting (President) -- Request agenda topics, send out notice for various committee to provide reports, secretary to provide previous minutes by Thursday; send to all board members
- 3 days prior prior to meeting - Review agenda via email (President) with Executive Members and Registrar - LJSC Executive Members and Registrar can vote to force items on the agenda (4 out of 7 required)
- 24 hours prior to meeting - Send out agenda to entire board (President) and general membership (Registrar)
- Approve agenda at start of meeting (President) - Items not on agenda are added at the discretion of the president.

Adopted: 8/1/2016, 2016 by Lake Jackson Soccer Club Board