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|  | MELBOURNE CAMERA CLUBBOARD PROPOSAL |
| **Subject:** | (text) |
| **Submission Date:** | (text) |
| **Proposal initiated by:** | (text) |
| **Proposal Sponsored by:(Board Member)** | (text) |

# Summary of Proposal

(Insert a paragraph or two describing the proposal)

# Background

(Insert details of how the issue has arisen)

# Discussion

(Include an analysis of the issue, potential solutions to the issue and any information that will assist with effective decision making.)

# Additional information

(Include list of documents, drafts, emails etc. that are attached to this document that will help Directors understand the proposal.)

# Cost to implement

(If proposal requires expenditure by the Club, include details.)

# Impact on the Club

(List human resources that are required for the proposal to be implemented. Also list any consequences for the Club of not implementing the proposal.)

# Responsible Person

(Where human resources are required to implement a proposal, a person must be nominated and have agreed to be responsible for implementation.)