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|  | **MELBOURNE CAMERA CLUB**  **Submission date: / /20…..** |

Subject: ……………………………………………………………………..

Proposal initiated by: ………………………………………………..

Proposal Sponsored by: …………………………………………….

Summary of Proposal:

*(Insert a paragraph 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.)*