

	APPROVED	POLICY NO.	06
	BOARD OPERATIONAL PROCEDURES	EFFECTIVE DATE	May 2, 2023
		REVISION DATE	

BVPA Mission

Our mission is to develop pickleball as a sport for all in the Bow Valley by promoting the health, physical and social well-being of its members through offering organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

Purpose

The purpose of this document is to describe the procedures for the efficient running of BVPA Board meetings. By establishing these procedures, the Board volunteers will be able to use their time for Board work effectively.

Use of Shared Drive

- **Board members** will use the shared drive platform for sharing and storing BVPA documents.
- **Board members** will transition to Google communication platforms.

Use of @bowvalleypickleball.org Email Addresses

- To protect **Board members'** personal email privacy, the use of @bowvalleypickleball.org email addresses is preferred and encouraged on all public platforms.
- **Board members** will be encouraged to communicate amongst themselves using the @bowvalleypickleball.org emails.

Agenda Setting

- The **BVPA Secretary** will request Agenda items 7-10 days in advance of Board meetings.
- **Board members** will submit their requests so that the Secretary can consult with the President to plan the Agenda and ensure that documents are made available to support the discussion at the meeting.
- Agenda setting for BVPA Board meetings and other meetings required by the board shall be the shared responsibility of the **President** and the **Secretary**.
- Topics and items selected for inclusion on the Board meeting agenda will reflect the high priority the board places on topics related to membership services. This includes but is

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not exclusive to court scheduling, court programming, courts access and expansion of sites, player skill development and player knowledge enhancement about the sport of pickleball.

- **All committees** are expected to provide written reports which summarize their activities, plans and initiatives.
- Some committee reports can be accepted by the board as information without further discussion.
- Play Committee and Expansion Committee reports will be provided in written form and discussed by the board.
- Some topics, such as improving board proficiency with all aspects of Google, are better presented, demo-ed, and discussed outside of regular board meetings at Board Development meetings.

Meeting Materials

Documents due in the Board Meeting’s folder by the **Board members** 5-7 days in advance of the Board meeting to allow time for review by directors ahead of the meeting are:

- All Committee Reports
- Documents that will request approval
- Documents that inform discussion

Board Meeting Scheduling

- The **Board Secretary**, in conjunction with the **Board members**, will schedule meetings.
- Meetings will be roughly every 6 weeks and will be scheduled well in advance.

e-Voting

When decisions are requested and made via electronic voting:

- The e-Vote request will have a deadline for the vote, at which time the vote is counted.
- The requestor states their vote/decision when they send out the outcome of the vote.
- Committees will capture these decisions in their minutes at the next in-person meeting.
- Board meeting minutes will capture these decisions at the next in-person meeting.

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Financial Reports In Between Meetings

The meeting schedule may not coincide with when Financial Reports are available. Therefore:

- The **Treasurer** will upload in the shared drive* the Financial Reports shortly after each month end and after the receipt of the bank statements for the month. (* see: Accounting > Year > Monthly Financial Reports).
- The **Treasurer** will review and request approval of the Financial Reports at the next Board meeting.

Board Development

To ensure Board members are knowledgeable about the sport of pickleball, how BVPA club functions, BVPA programming offerings, and technology used by the Board in support of BVPA programming and BVPA functions, Board members will be educated and informed on an ongoing basis.

Revision History

Date	Rev. No.	Change