

Memo 340.19

To: District Secretaries and Presidents

From: Women's Bowls NSW Head Office

cc: Club Secretaries, Presidents, Women's Bowls NSW Board, Committee and Staff Members

Date: 29th January 2019

Re: **Operational Procedures for Districts**

Introducing Operational Procedures for Districts

Women's Bowls NSW have introduced the new Operational Procedures for Districts which will be effective from the date of the next District AGM or sooner, if appropriate.

This document is another piece of information to assist Districts by providing standard procedures to be followed to ensure consistency of service and operation throughout the State. The document has been more than 6 months in the planning and development and was recently finalised after much consultation with Presidents at the District President's Conference, who in turn, initiated discussion with their committees and provided feedback. The Board and the State Governance Committee also had input.

This procedural document, along with the Club/District Handbook and the District Expenditure Policy, which were released in 2018, form a suite of documents designed to assist and provide structure for Districts. This document, along with the others, is as definitive as it can be at this point and over time, they will all be updated, as appropriate, by Women's Bowls NSW.

We recommend that District Secretaries copy and distribute this document to all District Committee members for their information and keep a central copy for their own records.

The Operational Procedures for Districts can be found [here](#).

Kind regards

Maryann Parcell
State President

(on behalf of the Board of Directors)