



Governance

Name

North Bay Antoine Ski Racers also known as

- NBASR
- North Bay Ski Racing Club
- NBSRC

Policy and Procedure Access

All NBASR Policies and Procedures (latest revisions) are saved in the NBASR Google Drive under NBSRC Board/Policies and Procedures as word and pdf files available to all board members. Old revisions will be saved in an 'archive' subfolder.

NBASR members can access PDF copies of the Policies and Procedures through the webpage at northbayskiracingclub.com.

Policy and Procedure Development

Any NBASR member, as defined in the constitution, can prepare a policy or procedure for the club. The procedure should be developed using this template and submitted to the board member responsible for maintaining Policies and Procedures, or the President using the following email addresses: nbsrcboard@gmail.com and northbayskiracingclub@hotmail.com. The policy will be given a number and letter revision starting with A and circulated to the acting board for comment and editing.

Policy and Procedure Updates

Any NBASR member can propose an update to the policy or request the current policy in word format for editing by emailing nbsrcboard@gmail.com and northbayskiracingclub@hotmail.com. The new copy will be given a number-letter revision (example 0A – if editing approved revision 0) and circulated to the acting board for comment and editing.

Policy and Procedure Approval

Approval of a policy requires a vote in a board meeting. The policy must be circulated 1-week prior to the meeting, otherwise the vote may be tabled until the next meeting. With 1-week notice, board members will be expected to review the policy and provide edits or comments prior to the meeting. During the meeting, the policy will be summarized followed by a vote to approve or reject the presented version of the policy. Once approved, the policy will receive the next number revision, starting with 0, and saved to PDF for update on the Google drive and webpage.

Revision: A

Updated By: Alan Chute

Board Approval: 2022/12/20