



Attending or Submitting Information to a Board Meeting

Submit information to the Board of Directors

Individuals who wish to attend a North Peace Gymnastics Association board meeting to ask a question, present information or bring forward a complaint are asked to submit the following information 21 days prior to the board meeting they wish to attend.

Please provide a written submission to the board outlining the reason for your attendance. Upon receiving the request, NPGA will follow up advising of the time and date you are scheduled for.

Please provide:

Names of those attending/presenting

Topic to be discussed

All presentations are limited to 10 minutes. Upon completion, the board may ask questions if they feel clarification or additional information is needed. If questions are asked, the board may need time to respond to the questions/requests and may follow up after the meeting has ended.

Submitting a letter to the Board

If you are unable to attend a board meeting but wish to have a question, concern, or information addressed, please submit in writing or by email a letter to the board of directors at:

board@npga.ca

Board of Directors C/O NPGA

10023 95 Ave.

Fort St John, BC

V1J1H9



Procedure for Applying to Attend a Board Meeting

1. Determine Your Attendance Purpose

Identify the reason for your attendance, whether to ask a question, present information, or bring forward a complaint.

2. Prepare Your Written Submission

Draft a letter or email that includes the following information:

- Your name and contact information
- The names of any additional individuals attending or presenting
- A brief description of the topic you wish to discuss

3. Submit Your Request

Send your written submission at least 21 days prior to the scheduled board meeting. You can submit your request via:

- Email: npga@telus.net
- Mail: NPGA, 10023 95 Ave., Fort St. John, BC V1J1H9

4. Await Confirmation

After your submission is received, the North Peace Gymnastics Association will follow up to confirm the date and time of your scheduled presentation during the board meeting.

5. Prepare for Your Presentation

- Ensure your presentation does not exceed 10 minutes.
- Be ready to answer any questions from the board that may arise after your presentation.

6. Follow Up (if necessary)

If you cannot attend the meeting but still wish to have your concerns addressed, you can submit your letter via email or mail as outlined above.