** Brisbane and District Ladies Golf Association**

 ABN: 87 890 552 772

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 Email: secretary@bdlga.com.au

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>insert name<

>email<

Dear >insert<

On behalf of Brisbane and District Ladies Golf Association (BDLGA), I would like to express our sincere appreciation for your willingness to join the Management Committee. The Association’s mission is to welcome, nurture and empower female golfers of all ages to achieve their goals and it is members like yourself who help us achieve our mission.

The BDLGA Management Committee members meet at least four (4) times per year, exclusive of the Association’s Annual General Meeting (AGM) to exercise our functions. If you have not done so to date, I would encourage you to familiarise yourself with a selection of reading on our website – <https://bdlga.com.au/> including **OUR HISTORY** under the **ABOUT / ABOUT US** dropdown and the **RESOURCES** dropdown which contains key Association documents such as our current Constitution, By-Laws, Strategic Plan and Policies, among other documents.

Also please note the BDLGA website is the main source of information to members and recording of correspondence and reports for the information of the Management Committee. Your website username and password, along with your BDLGA email address, will be sent to you shortly so you can log in to the **COMMITTEE** page/s.

A small annual honorarium will be paid to BDLGA Management Committee members immediately prior to each AGM as a "thank you" for your assistance throughout the year – **Honorarium Criteria** is available for perusal on the **COMMITTEE** page under **HONORARIUM**. Other expenses (within reason) may be claimable on an ad hoc basis on provision of receipts to the Treasurer and with prior approval from the Management Committee. You will also be supplied with a BDLGA shirt and Management Committee badge.

This position is a voluntary one and is not meant to interfere with your life including travel plans so please let us know at your earliest convenience of any big absences you may be taking during your tenure.

We warmly welcome you to the BDLGA Management Committee and look forward to working with you into the future.

Kind regards

**Renai Ridley**

President – Brisbane and District Ladies Golf Association

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