



# Brisbane and District Ladies Golf Association

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## Gifting Procedure

### Statement

The Brisbane and District Ladies Golf Association (BDLGA) is a non-profit organisation dedicated to fostering, encouraging and promoting golf for women and junior girls throughout the clubs in the District. A Management Committee is elected at each Annual General Meeting of the Association, and this committee is responsible for the administration and management of the Association's affairs and funds.

### Purpose

The purpose of this procedure is to outline how Management Committee members will be acknowledged for their work on the committee upon **standing down** from their Management Committee position/s.

This procedure will also outline how the death of a Management Committee member whilst holding office and/or family deaths of standing Management Committee members will be recognised.

### Scope

This procedure applies to **standing members** of the BDLGA Management Committee only.

### Requirements

#### 1. Acknowledgement of Management Committee member/s standing down from office

Although Management Committee members receive a small annual honorarium, they are volunteers in their respective position/s on the Management Committee. Upon standing down from office, a gift acknowledging their work on the committee will be presented at the Annual General Meeting of the year in which the Management Committee member/s stood down. The value of the gift is dependent upon the duration of volunteering on the Management Committee as outlined in the following table:

Timeframe	Gift Value
Less than 1 full term on Management Committee i.e. less than 12 months	Up to \$100
Between 1 to 2 full terms on Management Committee i.e. up to 2 years	Up to \$150
More than 2 full terms on Management Committee i.e. over 2 years	\$250

#### 2. Recognition of death

In the event of a death of a Management Committee member whilst holding office, the immediate family of the deceased Management Committee member will be sent flowers to the

value of \$100 as a gesture of condolence for the loss of their loved one and BDLGA's appreciation of their contribution to women's and junior girl's golf within our District.

In the event of a death of a family member of a standing Management Committee member, the Management Committee member will be sent a sympathy card as a gesture of condolence for the loss of their loved one and an extension of support from the Management Committee during their time of bereavement.

**Version control:**

Version	Date	Comment
1.0	10 December 2025	Re-drafted as unable to locate existing procedure.

**Review date:** 1 December 2028