

Project Proposal Policy

From time to time Chairs, League leaders, and League members may come up with an idea that is outside of the scope of their current duties. In an effort to continue to operate with the annual plan and overarching League mission in mind, and also to not overwhelm our capacity, individuals must submit a project proposal to the management council.

Project proposals are required if:

1. The proposed project requires significant financial investment
2. The proposed project requires significant womanpower or time from League members
3. The proposed project is public facing
4. The proposed project is a major shift from the committee's or League's current scope of work

Members should complete the Project Proposal Outline in its entirety and submit to their VP no later than one week before the next Management Meeting. Should this deadline be missed, the proposal will need to wait until the following month. The proposal will be sent prior to the meeting for review and the member who submitted the proposal will be asked to join the meeting to present.

After discussion of the proposal, the management council may determine the proposal as: approved, not approved, approved with changes, not approved but may resubmit with changes, or approved pending approval from the board.

The management council may approve proposals that require no major change to overall League function or significant additional funds. Should the proposal be deemed as a major shift or be of significant cost, the proposal will be brought to the board for final approval.