**Suggested Covering Memo**

Date

District Church Board

Attention: Secretary

Greetings in Christ,

**Request for Approval of Council or Committee Appointment - <name of entity>**

It is requested that District Church Board (DCB) approve the appointment of. …..

**Background**

The requirement to seek DCB approval to make the appointment has come about due to ……

**Key Issues**

Conflict of Interest.

Auditors recommendations that are being acted upon

Market or mission analysis results that are driving particular Council or Committee appointment proposals

Succession planning policy. Provide details of the succession planning policy that is being acted upon

Legislative or regulation or policy changes that may be impacting on the need for particular appointments to be made.

**Options**

Options for appointment considered included ……

**Do Nothing Option**

In the event nothing is done, the implications would be ……

**Governance Process**

This appointment has been considered by:

* XXXX Council; resolution #

I commend this application for your approval.

Yours faithfully,

Signature

Appointment

Enclosures:

1. Decision Required – Advice or Guidance or Decision Required Template
2. Nominations Form
3. Other information relevant to supporting the application