

WCRA Board of Directors:

Monthly Board Meetings:

Board of Directors will establish a standard monthly meeting at a mutually convenient time and place to be published on the WCRA Web Site.

One week prior to each meeting, the WCRA Secretary will send the previous meeting minutes to the WCRA President. The WCRA President will forward the meeting agenda and the previous meeting minutes to all the WCRA Board members prior to each meeting.

WCRA Board Meeting agenda items include the review and approval of the previous meeting minutes, treasurer reports, committee reports and new business. Any issues or new business must be placed on the agenda at least one week prior to the next meeting date. Any committee chair not in attendance is asked to submit a written summary report to the President prior to the next board meeting.

Snack Bar, Swim Team, Dive Team, and Tennis Team shall submit monthly financial reports to the treasurer prior to each board meeting during the active season

Membership may request, in writing, new business to be placed on the Agenda. The written request must include the member's full name, address, email address, phone number, member number, a summary of the request, an explanation of the purpose of request, the anticipated cost, number of expected attendees and a detail of any additional relevant information for consideration.

Requests that involve private and/or confidential matters, including all issues pertaining to WCRA personnel or individual members, will not be discussed during any open board meeting.

Complaints:

The WCRA Web Site will include a feature for automatic commentary that will allow comments or complaints to be e-mailed directly to the WCRA Board of Directors

Membership may contact any or all of the WCRA Board via the WCRA Web Site, www.wakefieldchapelrec.org , direct email addresses or by letter to:

WCRA
P.O. Box 1248
Springfield VA 22151

All complaints are to be submitted in writing with suggested solutions.

All correspondence is to have the member's full name, address, email address, phone number and member number. Anonymous correspondence will not be read or addressed in any manner.

Complaint submissions will be forwarded to the appropriate chair to handle and will be registered in a complaint record keeping book or in an email file with any and all responses.

Hearings:

A request for a hearing with the WCRA Executive Board can be made by membership, contractors, or vendors working with WCRA. Any hearing request must be submitted in writing with the requesting party's full name, address, email address, phone number, member number (if applicable), summary of issue(s), and expected resolution. The WCRA Executive Board will review the properly submitted request and vote on consideration of hearing the request within 3 days of the Board's acknowledgment of receipt of the request. The Board will acknowledge the properly submitted request in a timely manner.

If a hearing is granted, the WCRA Executive Board will set a date and time mutually agreeable to all parties, but will be scheduled for no later than 10 days from the date the hearing is granted. Each party is expected to submit a complete record of the issue(s) in writing within 3 days of the granting of the request and shall be present at the WCRA Executive Board Meeting date.

- Any person 18 years and older must be present. Representatives will not be accepted.
- If the requesting party is not present, the hearing will be cancelled and no subsequent hearing date will be scheduled.
-
- Hearings will be recorded for transcription purposes and historical reference, if needed.

Any and all decision(s) will be rendered within 10 days of the hearing. All decisions are final with no opportunity for re-evaluation.