**BPW Australia National Conference 2021**

**Working sheet for preparation of resolutions**

BPW Clubs are encouraged to use this worksheet to assess the validity of their proposed resolution before they complete the Resolution Form. The Resolutions Committee will assess the submitted resolution against the criteria set out here.

The Resolutions Committee may reject a resolution that is deemed to not pertain to BPW core business, or may ask that certain aspects of it be revisited and revised.

A resolution that has already been passed by a previous BPW Australia National Conference may not be resubmitted. Check with the Executive Secretary if you are unsure.

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| *TOPIC* | *WHAT IS THE RESOLUTION ADDRESSING?* |
| *WHY* | *WHY IS IT BPW BUSINESS?*  *HOW DOES IT RELATE TO OUR AIMS AND PURPOSE?* |
| *IS IT* | *A BPW INTERNAL ORGANISATIONAL MATTER?*  *AN ISSUE FOR WORKING WOMEN IN AUSTRALIA?*  *AN ISSUE FOR WORKING WOMEN WORLDWIDE?* |
| *WHO* | *PROPOSING CLUB* |
| *WHAT* | *THE PROPOSAL:*  *WHAT NEEDS TO CHANGE?*  *WHAT DO BPW MEMBERS NEED TO DO?* |
| *WHEN* | *THE TIMELINE:*  *WHEN DOES THIS NEED TO START OR BE COMPLETED?* |
| *WHY* | *THE RATIONAL:*  *DESCRIBE WHY THIS IS IMPORTANT*  *PROVIDE EVIDENCE*  *LIST EXPERTS CONSULTED*  *EXPLAIN WHAT ALTERNATIVES WERE CONSIDERED AND WHY THEY WERE REJECTED*  *DESCRIBE WHAT WOULD CHANGE AS A RESULT OF PASSING AND IMPLEMENTING THIS RESOLUTION* |
| *HOW* | *WHAT IS THE RESPONSIBLE LEVEL OF AUTHORITY?*  *BPW AUSTRALIA*  *THE AUSTRALIAN GOVERNMENT*  *BPW INTERNATIONAL*  *THE UNITED NATIONS*  *WHAT SHOULD THEY BE REQUIRED TO DO?* |
| *COST* | *IS THERE A COST TO BPW AUSTRALIA IN IMPLEMENTING THE PLAN?*  *WHAT ELEMENTS OF THE IMPLEMENTATION WOULD INCUR A COST?* |