**DCB Agenda Item:** [To be inserted by DCB Secretariat]

[This template to be routed to DCB via Secretary DCB. secretaryDCB@qld.lca.org.au It should be used in conjunction with the Advice Guidance Decision Request Covering Memo template.]

|  |  |
| --- | --- |
| **Resolution Title** | **Title** [Insert the Title for the Proposed Resolution] |
| **Description** | **Description**[Insert a short description of the issue requiring DCB advice or guidance] |
| **Recommended DCB Resolution** | THAT xxxxxxxx [insert words for proposed resolution] |
| **Why advice or guidance or decision required** | [Insert a short description of why advice or guidance or a decision from DCB is required] |
| **Relevance to LCAQD Strategic Plan** | List the relevant focus area: 1: Growing Together 2: Reaching Out Together 3: Success and Sustainability 4: Other …. |
| **Relevance to Department or Congregation Strategic Plan** | [Insert a description outlining how the issue is relevant to your strategic plan] |
| **Referral** | Does this request need referral to the Constitution Committee?🞏 Yes 🞏 No |
| **Prior consultations have occurred with:**  | 🞏 M&M Council Res # 🞏 LYQ Council Res #🞏 LEQ Council Res # 🞏 LS Council Res #🞏 Constitutions Ctte Res # 🞏 Nominations Ctte Res #🞏 Risk Audit Finance Ctte Res # 🞏 Parish / Congregation Res #  |
| **Opportunity** | [Insert a short description of mission or business opportunities the request for advice or guidance is to support] |
| **Risks** | [Insert a short description of the key risks the request for advice or guidance may be addressing] |