



**MBGC
MARLBORO BOYS & GIRLS CLUB
P.O. Box 87
UPPER MARLBORO MD 20773**

MBGC-AD-1

March 14, 2008

MEMORANDUM OF UNDERSTANDING

SUBJECT: APPLICATION PROCESS FOR DIRECTORS/COMMISSIONERS

1. Anyone interested in applying for Program Director or Commissioner Positions in the MBGC must submit a cover letter of intent and resume (informal) to the Athletic Director. This must be submitted, at minimum, 90 days prior to the season start date for that particular sport.
2. See excerpt below from MBGC Bylaws:
SECTION 4. Page 7
Presidential Appointments: The President shall, as soon as possible after taking office, appoint the Athletic, Membership, Equipment and Ways & Means Directors. The Athletic Director, in cooperation with the President shall appoint all program Directors and Commissioners.
3. Athletic Director will announce selection of Program Director and Commissioner, at minimum, 60 days prior to the season start date of the sport, via the Club Secretary.
4. Decisions and criteria for selection will be determined solely by the Athletic Director in cooperation with the President.

Distribution
MGGC BOD
MBGC Athletic Director
General Membership