

Policy on minutes for the Board of Directors

1. Purpose of this policy

- 1.1 To provide clear guidelines for the recording of discussions, decisions and actions that arise from Board meetings.
- 1.2 To promote clarity in the minutes of Directors' meetings.

2. Administrative support

- 2.1 A member of staff will normally provide administrative support for the Board of Directors.
- 2.2 The role of the staff member is to provide administrative support in the development and circulation of an agenda, minute the meeting, write up the minutes of the meeting, get the minutes approved by the chair of the meeting, circulate the minutes of the meeting to all Board members and to file and upkeep of hard copies of Board records.

3. Format of the minutes

- 3.1 Each meeting should be uniquely and sequentially numbered.
- 3.2 Minutes should state when and where the meeting was held, the names of people in attendance at the meeting and the names of people who gave their apologies for non attendance at the meeting.
- 3.3 Minutes to be kept in table format with the column headings, "item no." "Notes", and "Action" and "inform". The item denotes the item number on the agenda, the notes are for any decisions, discussions etc., the action denotes the person who should action the minute, and inform relates to the people who should be informed of the decision.
- 3.4 It will be the usual practise for the minute taker to record decisions only. If the content of a discussion is required to be recorded, the minute taker will be informed before the discussion takes place.
- 3.5 All Board members may request that parts of the discussion or individual views be recorded. This is done solely at the discretion of the chair of the meeting.
- 3.6 Any individual Board member has the right for his/her voting decisions to be recorded.
- 3.7 Minutes that amend previous items should refer to the minute number of those previous items.

- 3.8 All supporting papers (i.e. any paper tabled at the meeting or circulated in advance for consideration at the meeting) will be considered part of the minutes.
- 3.9 A specific space for signatures is to be typed at the end of each minutes.

4. Accuracy of the minutes

- 3.1 The minute taker will write up the records of the meeting within one week of the meeting.
- 3.2 These minutes must be approved by the chair of the meeting before being circulated to other Board members.
- 3.3 All Board members will be given the opportunity to comment on the accuracy of the records at the next Board meeting and to make a request that the minutes be changed. The minute taker will then amend the minutes.

5. Authorisation of the minutes

- 5.1 The chair of the meeting at which Board members were given the opportunity to comment on the accuracy of the Board minutes, will sign a copy of the minutes being commented on. This will normally be done no more than a month after the meeting that the minutes were approved.
- 5.2 This copy of the minutes will be kept in the Board room.

6. Dissemination of this policy

- 6.1 All Directors

7. Review of this policy

- 7.1 The Board of Directors will review this policy every four years.
- 7.2 This policy was passed on 14th of October '99.
- 7.3 This policy was last updated on 20th of May 2004.