

The Association of Charity Independent Examiners

Meeting Procedure Policy

1. Introduction

1.1 It is important to ensure all discussions and decisions are clearly minuted and sufficient time is given for full consideration of matters raised.

2. Meetings

2.1 The Charity will hold a minimum of 3 meetings a year. A minimum of 4 trustees must be in attendance either in person, by phone or electronic means for the meeting to be quorate. Agenda papers and other documentation must be forwarded to trustees 10 working days before the meeting via electronic means or on paper.

2.2 Trustees have the right to invite non-trustees to attend meetings subject to advance agreement of the Board in place and appropriateness of topic in discussion

2.3 Trustees should advise the Chair of any other business 12 days before the meeting to be included on the agenda

3. Minutes

3.1 A minute taker will be appointed for each meeting. This should not be a trustee to ensure that trustees can fully partake in the meeting agenda. Draft minutes will be forwarded to trustees within 10 working days of the meeting for review. They will be approved at the next meeting. All decisions must be clearly documented and action points should be included.

4. Format

4.1 The format of the meetings will be governed by the matters to be discussed but should always include the following:

- i) Attendees
- ii) Apologies
- iii) Approval of previous minutes
- iv) Conflicts of interest declarations
- v) Matters arising from previous meetings including action points
- vi) Any other business/decisions
- vii) Review of risk register

4.2 All trustees should be involved in the discussion and decision making.

4.3 Action plan to be prepared and submitted to Trustees within 10 working days.

