



#FBF696 trading as Norwich OUTPOST

Board Minutes and Papers Policy

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1. Introduction

This policy aims to set out the procedures and standards by which OUTPOST's board papers (here referring to minutes and actions, policies, information reports and other related documentation) are written, distributed, kept and maintained.

All meetings of the steering committee, board of trustees and wider membership are to be supported by papers and documentation to ensure responsibilities and aims are carried out effectively and operations are as clear and transparent as possible.



2. Agendas

The chair, who sits on both the steering committee and board of trustees, is responsible for drafting agendas for meetings and distributing these to the rest of the board along with relevant information reports as far in advance as possible, but no later than 24 hours before a meeting.



3. Minutes and Actions

The secretary is responsible for taking clear, concise and accurate minutes of meetings, within which individual actions are emphasised (for example, appear in red). The secretary will compile these minutes with information reports and circulate them back to other board members as soon as possible, but no later than a week after a meeting. A rough draft of the minutes should be circulated immediately after a meeting, especially to any board members who are absent.

Minutes of General Meetings of the charity membership (AGMs and EGMs) should be circulated via email to the entire membership as soon as possible but no later than one month after a meeting.

Recent examples should be used as guidelines when composing papers.



4. Policies

Governing policies are written, formally approved, monitored and revised by the trustees. Policies must be updated and revised regularly, and all revisions documented.



5. Information Reports

Information reports are supplementary documentation and background information to be discussed and reviewed in meetings. They are to be submitted by board members to the chair in advance of relevant meetings and attached by the secretary as appendices to minutes and actions. Board members are expected to review information reports attached to the agenda before attending a meeting.



6. Storage and Filing

All board papers should be stored in multiple locations and backed-up where possible. All board papers should be easy to access and refer back to. Papers that are out of date or no longer relevant should be either deleted or filed separately to avoid confusion. It is legally necessary to comply with GDPR when storing information so all board members should be familiar with this legislation.