



## **Hobart Phoenix Board Meeting Policy**

### **Policy**

To provide a guide for board members around their expected commitment. To provide the processes required for general members attendance at board meetings.

### **Board Members**

Board Members are expected to attend General Meetings and Special Meetings on a regular basis.

Nonattendance by a board member to two consecutive meetings may result in their removal from their board position.

If a board member is unable to attend an advertised meeting they must provide a written report 24 hours prior to the meeting outlining any actions undertaken within their role and any actions planned for the upcoming month.

There is an expectation that board members will uphold the values of the club at all times. Board Members are representing all our general members and as such will be available to help whenever requested.

Board Members are expected to maintain high standards of confidentiality at all times both whilst in their role and upon leaving the board.

### **General Members**

General Members are welcome at all board meetings and these will be advertised in advance.

General members will not have a voting right at any meeting they attend.

If general members would like something added to the agenda this must be provided to the secretary 7 days prior to the meeting date.

General members may be excluded from the meeting for certain agenda items where applicable.

General members must provide 48 hours' notice of attendance unless invited by the President.