

Board Meeting Policy

Policy number	P015	Version	1.0
Drafted by	Secretary	Approved on	21 February 2023
Responsible person	Secretary	Scheduled review date	February 2024

1. INTRODUCTION & AUTHORITY

The Radio East Gippsland Inc Constitution Part III prescribes the workings of the Board. This policy codifies and expands those requirements.

2. MEETING FREQUENCY

The Board is required to meet at least four (4) times annually but shall normally meet monthly. Additional meetings for the consideration of specific items shall be convened as necessary; Special meetings shall also be convened at the request of the President or four (4) Directors.

3. ESTABLISHMENT OF MEETING CALENDAR

As soon as possible after the Annual General Meeting the Board shall meet to determine a mutually acceptable day, time, and mode for its regular monthly meetings.

4. NOTICE OF MEETINGS

Notice of meeting shall be given individually to each Director, except those granted leave of absence by the Board. The notice may be given by email, by post, in person, by telephone or facsimile. Seven (7) days clear notice (not counting the day of providing the notice nor the day of the meeting) shall be given unless Directors agree to hold a meeting at shorter notice, in which case as much notice as possible must be given by the quickest means available, and which the only business to be conducted is that for which the meeting was convened and for which any resolution must be passed by an absolute majority..

5. MEETING VENUE

Meetings are generally held at the Hub, 27 Dalmahoy St, Bairnsdale, but may be held via technology. Members attending such a meeting via technology are taken to be present in person

6. QUORUM

The quorum for a meeting is a majority of the Directors holding office, either physically or via technology.

7. CONDUCT OF MEETINGS

Meetings are chaired by the elected President, or in their absence, by the Vice President. If both are absent, unwilling to act, or recuse themselves, the meeting shall be chaired by a director elected by those members present. Each Director has one vote, except that the Chair of the meeting has a second or deciding vote in the case where votes are decided equally.

Studio Representative members are entitled to appoint a proxy if they are unable to attend a meeting.

8. MEETING AGENDA

The Secretary is responsible, in conjunction with the President, to formulate the meeting agenda. The Secretary shall circulate a draft agenda at least fourteen (14) days prior to a meeting, and the meeting agenda at least seven (7) clear days before the meeting, not counting the day of circulation and the day of the meeting, unless the meeting was convened at shorter notice, in which case the Secretary shall circulate an agenda at the earliest opportunity, unless this is totally impracticable. The notice circulating the draft agenda is to call for any further items for inclusion in the agenda.

Board papers shall be circulated with the agenda or shall be accessible to all Directors from an online storage facility.

A Board Meeting Agenda template is attached at Annex A.

9. BOARD PAPERS

Wherever possible, every agenda item shall be expanded by an appropriate paper. Copies of official correspondence shall be available to directors as shall minutes of committees.

A Board Briefing Paper template is attached at Annex B

10. MINUTES

The Secretary shall record minutes of all meetings and shall provide the draft minutes to the meeting Chair for provisional approval. Once the Chair's provisional approval is obtained the minutes shall be posted to the REG website and distributed to Directors and members who have provided an email address.

Minutes shall clearly show who is responsible for any resolution or item requiring action and shall be considered for approval and adoption at the next regular Board meeting.

11. RESOLUTION REGISTER

The Secretary shall maintain a register of Board Resolutions, which is to be accessible to Directors. The aim of the register is to provide a quick referral to previous decisions and it need not contain procedural resolutions, such as acceptance of the previous minutes, etc.

12. ACTION ITEM LIST

The Secretary shall maintain a list of those items for which action is still outstanding and include this list in meeting agendas.

13. COMPLIANCE MATTERS

The Secretary is to maintain a Compliance Calendar containing all crucial dates, from both legislation and policies. An extract of this calendar is to be included in each regular Board meeting agenda.

Authorisation: Adopted by the Board, 21st February 2023

Attachments: Annex A
Annex B

Board Meeting Agenda template
Board Briefing Paper template



BOARD MEETING AGENDA

[Day & Date, Venue or online program]

[*link to Board Papers in online storage*]

1. **Attendance:**
 - 1.1. **Directors:**
 - 1.2. **Others:**
 - 1.3. **Apologies:**
2. **Opening:**
3. **Adoption of Minutes of Previous Meetings:**
 - 3.1. **Business Arising from the Minutes:**
4. **Compliance Matters:**
5. **Finance Reports:**
 - 5.1. **Treasurer's Report:**
 - 5.2. **Sales Report:**
 - 5.3. **Business Arising from Finance Reports:**
6. **Correspondence:**
 - 6.1. **Inwards:**
 - 6.2. **Outwards:**
 - 6.3. **Business Arising from Correspondence:**
7. **For Decision:**
 - 7.1. **Governance:**
 - 7.2. **Management:**
 - 7.2.1. **Staff Matters:**
 - 7.2.2. **Membership Applications:**
 - 7.3. **Operations:**
 - 7.4. **Technical:**
8. **For Discussion:**
 - 8.1. **Governance:**
 - 8.2. **Management:**
 - 8.3. **Operations:**
 - 8.4. **Technical:**
9. **For information:**
 - 9.1. **Outstanding Action Items:**
 - 9.2. **Reports:**
 - 9.3. **Committee Minutes:**
10. **Next Meetings:**
11. **Close:**



Annex B to
Board Meeting Policy
Board Briefing Paper template.



Board Briefing Paper
REG Board Meeting
[date]

Radio East Gippsland Inc
ABN 38 619 032 565
trading as REGFM

[Title]

Those areas marked with an asterisk are required.

Background

It is preferable that some background to item is provided, to ensure that all directors have a basic appreciation of the subject

Current Situation

The headings in providing information, arguments for and/or against will be dependent on the specific situation and subject.

Recommendation*

A short statement of recommended Board action, such as

- Adopt the attached policy,*
- Accept the quotation from XYZ Coy Pty Ltd*

Financial Implications*

An estimate of the financial cost/implications:

- Nil, or*
- One off expenditure \$ amount, or*
- An initial expenditure with annual renewal/maintenance costs., \$ amounts.*

Signature Block*

Signature (preferable) and name & title of person preparing/submitting paper