**Meeting process policy**

The Board has as a goal the achievement of effective and efficient meetings.

**Procedures**

Meetings will:

1. Be based on a pre-prepared agenda, the preparation of which is the responsibility of the Board Chairman or in his/her absence the Vice Chairman. Such an agenda should reflect the Board's governing role which at all times focuses the Board's attention by the governing process, addressing Board 'ends' rather than involving it in ‘means'.

2. Include the Executive Director as of right and as the representative/s and advocate/s of the paid staff and volunteers. From time to time and at its annual meeting, staff members are invited to the meeting by the Board to present an issue or provide information or advice.

3. On occasions and when necessary, the Board can invite member Associations to attend part of the meeting except when it declares a section of the meeting to be 'in camera'.

4. Have the right to go 'in camera' at any time it chooses but in doing so will:

* make the reasons for this clear
* reserve the right to include or exclude any non-Board member it so chooses
* make all efforts to look ahead and signal any such 'in camera' session in the agenda or at the beginning of the meeting.

5. Be held with the expectation that members have prepared for them and will participate in all discussions at all times within the boundaries of behaviour considered acceptable by the Board.

6. Keep written minutes of ADI Board Meetings, including for In Camera sections of the meeting only decisions.

*Policy Reviewed -* Every 3 years

*Signed: Date of Next Review:*. 6 October 2018