

Item 2 Board Process Guidelines V2 December 2008 for 10th December 2008 Board Meeting

**Paper for 10th December 2008 Board Meeting
Item 2 Updated Board Process Guidelines**

Introduction

This document outlines the agreed set of procedures developed to streamline meetings, increase transparency and support better governance of Board processes.

Details

Following the recent change in schedule of Board meetings to the second Wednesday of each month this document informs Board Members of the updated Bicycle NSW Board meeting guidelines including procedures for submitting Board papers and a timetable of actions leading up to and after monthly Board meetings. A copy of this document has been posted on the Board pages of the website

Recommendation

That the Board receives the report





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Timetable of actions before and after meetings

Time / Day	Action
Actions for the week 2 weeks prior to the meeting	
By Wednesday COB	Submissions to the President and CEO for next Board meeting close
By Friday COB	President and CEO develop draft meeting agenda
By Friday COB	Secretary distributes papers to A & R Committee. <ul style="list-style-type: none"> • Monthly Management Accounts - month ending @ 4 weeks previously • Minutes of previous A & R meeting • Other submissions/papers as required
Actions for the week 1 week prior the meeting	
Monday evening	Audit and Risk Committee Meeting/Phone Conference
Directly after A & R	President and CEO finalize Board meeting agenda
By Tuesday COB	Secretary distributes papers to Board members via email <ul style="list-style-type: none"> • Agenda and Previous Meeting minutes • CEO Report • Monthly Management Accounts • Received submissions and other papers as required
By Thursday COB	Printed copies of papers bound and delivered to addresses as supplied
Actions for the week of the meeting	
By Tuesday COB	Questions with notice - Board Members with questions arising from papers to email CEO and other Board members if relevant. Responses either by email (to all Board Members) or at the Board meeting.
Wednesday evening (at meeting)	Other business matters to be raised at the beginning of the Board meeting. Board to decide if they should be discussed then.
Friday COB following Board meeting	Draft Board Minutes circulated.



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Meeting

Meeting Agenda

Agendas to detail the following for each item

- Item No
- Time to be allowed at meeting in minutes
- Topic heading and outline as required
- Board activity required at meeting
- Outcome as appropriate

Board Submissions

President and CEO to screen submissions received to decide upon those to be placed on meeting agenda. Any submissions not included on the meeting agenda to be circulated with other Board papers for information.

Maximum length is one A4 page (i.e. one side). Half a page or less is preferable. Any other supporting documents (e.g. letters, reports etc) should be attached.

Papers should be structured around the following broad headings:

1. Title
2. Introduction/Background
3. Summary Details of Current Situation
4. Recommendation:

All submissions must include a recommendation to the Board as to the action required/outcome sought, for example:

- Board receives the May 2009 Monthly Management Accounts
- Board receives the CEO report
- Board approves the 2008/09 budget
- Board approves the proposed constitutional changes proceed to drafting stage with external advisors
- Board to note
- Board to consider for subsequent debate
- Board to review and provide comment
- Board to ask questions

Meeting Protocol

Timekeeping will be kept to the agenda. Changes to agenda timing require approval of meeting Any 'other business' tabled at the start of meeting may be included on agenda with the agreement of the meeting.

Other Business is anything for which a Board view or approval is essential, that cannot wait until the next scheduled board meeting and only arose as an issue worthy of board attention since the Board papers were dispatched.



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