

## 7. Meeting Process

### A. Background

*This policy should be read alongside Policies 1a Definitions, 9. President's Role and 5 Code of Ethics and Proper Practice.*

### B. Strategic direction

The Board is committed to the achievement of effective and efficient meetings.

It is important that all decisions of the Board, including policy, are fully recorded and remain confidential until Minutes are signed off by the Board.

"In Committee" Minutes remain confidential to the Board at all times.

### C. Operational requirements

#### Meeting preparation

1. NZSTA Board meetings are:
  - a. based on an agenda prepared in advance by the President in consultation with other members of the Board, and
  - b. 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.
2. Board reports and other Board papers are:
  - a. always provided to the President in plenty of time to reach Board members by the deadline date, and
  - b. always sent to Board members by the deadline date.
3. Board members always read Board meeting papers thoroughly and consider their responses before attending a Board meeting.

#### Meetings

4. NZSTA Board meetings are conducted in a manner that ensures that all participants:
  - a. display loyalty to NZSTA and its member boards,
  - b. display respect for each other's beliefs and values,
  - c. feel it is safe to question or disagree with each other in Board meetings,
  - d. feel that it is safe to discuss intercultural issues,
  - e. feel their beliefs and values are respected,
  - f. make all reasonable efforts to avoid conflicts of interest,
  - g. declare potential conflicts of interest before any substantive discussion of an agenda item begins, and
  - h. never participate in Board decisions where they have a declared conflict of interest.



## NZSTA POLICY FRAMEWORK INTEGRATED POLICIES

5. Board members always express the agreed view of the Board once an issue has been decided.
6. The Board retains the right to go into committee at any time by resolution of the meeting. When moving into committee, the Board:
  - a. makes explicit the reason(s) why confidentiality is required,
  - b. reserves the right to include or exclude any non-Board member if so chooses, and
  - c. makes all practicable efforts to signal any “in committee” session in the agenda or at the beginning of the meeting.
7. Board members:
  - a. attend every Board meeting, unless a satisfactory explanation is given in advance for their absence,
  - b. participate fully in Board meetings in an informed and constructive manner, and
  - c. consistently behave according to NZSTA's Code of Ethics and organisational values.
8. From time to time, through the General Manager, staff might be invited to the meeting by the Board to present an issue or provide information or advice.

### **Meeting follow-up**

9. Formal minutes are kept of all Board meetings, with particular reference to:
  - a. any decisions made by the Board, and
  - b. any actions required by the Board.
10. The President provides a copy of the minutes to every Board member by the agreed deadline.

### ***Reviewed and approved by the Board***

On this date:

27 May 2016

Signed on behalf of the Board

Lorraine Kerr

President

