

Meetings and Attendees Policy

1. Objective of this policy

To set out guidelines for the Middlesex Management Board ('Board') ('County') on who may attend County meetings and how those meetings should be documented. It is intended to make meetings more focused and efficient.

2. Scope

This policy is for meetings of the Middlesex Management Board.

3. Audience

All members of the Middlesex rugby community.

4. Requirements

- Meeting attendees are the elected or appointed Board Members
- Additional Board Members may be co-opted by the Board and invited by the County Secretary or Meeting Chair
- Guest speakers are allowed and encouraged from time to time and the Meeting Chair must decide whether the guests can stay for the whole meeting, or just for their own contribution
- Guest invitations should be agreed in advance by the Meeting Chair and issued by the County Secretary
- If a Board Member cannot attend a meeting, and wishes to send a deputy, this must be agreed in advance with the Meeting Chair, and an invitation issued by the County Secretary
- Minutes for Management Board meetings should be made available to Members on the website or by email within 14 days of the meeting. If necessary, and for reasons of personal confidentiality, they should be redacted
- Minutes for all meetings should be uploaded to the appropriate section of the County's document repository, currently a Google drive.

5. Owner of this Policy

This policy is owned by the County Secretary and approved by the Middlesex Management Board. This policy will be reviewed and updated annually.

6. Document Approval History

Date	Version	Document Approver	Comment
------	---------	-------------------	---------

30 December '20	Version 1.0	Middlesex Management Board	Approved by circular motion To be reviewed annually in December 2021

KEEP UPDATED
FOLLOW US ON :