

Policy Title: Meetings Policy
Date of Issue: January 2007
Policy Coverage: All Members, Staff & Volunteers
Date of Review: January 2007
Controlling Body: Directors

STATEMENT OF COMMITMENT

Meetings will be conducted in a professional manner to ensure all areas of the club are performing to the optimal level. Key representatives are required to report on activities to ensure information is being communicated from members to management and vice versa.

POLICY APPLICATION/DEFINITION

Staff will be required to attend meetings in line with their job responsibility as stipulated in their job description.

All staff will be issued a copy of the meeting calendar and must contact the Administration Manager if unable to attend their required meeting.

Agendas will be issued by mail or email two weeks prior to the meeting.

Minutes will be distributed by mail or email one week after the specified date of the meeting.

BREACH OF POLICY

- The first breach of this policy by an individual will incur a verbal warning.
- Subsequent breaches of this policy by an individual will incur written warnings.

Nelleck Jol - Director

Date

Renay Jol - Director

Date

Disclaimer

Please note that this information is not intended to constitute legal advice, and is provided as general information only. You should not rely on it without first verifying the accuracy, completeness and currency of the material, and its relevance to your individual circumstances.