

## **The Junction Co.**

### **Board | Rules of Engagement**

Being on the Board should be seen as privilege.

The Board must uphold The Junction Co. values.

The Board is there to conduct the business of The Junction Co., there for as much as possible the Board members should attend all meetings.

If a member misses three or more meetings, consideration would be taken to replace them from Board.

If a member cannot attend in person, phone or video conference should be secondary choice (where possible).

Apologies should be forwarded in writing to both the Chair and EO at a minimum 48 hours in advance (where possible).

It is responsibility of the EO to set the agenda for each meeting.

Dissemination of relevant information/agenda should be sent to the Board a minimum 72 hours in advance (where possible).

It is the responsibility of the Chair to keep the meeting on time and ensure diversity of opinion.

It is the responsibility of the EO to ensure all relevant members are provided with the right and up to date material prior to meeting for the Board to review.

It is the responsibility of the Chair and EO to maintain the calendar of meetings.

It is the responsibility of the Secretary to disseminate the meeting minutes no more than 72 hours post meeting.