



# BURGMANN COLLEGE

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## **BURGMANN COLLEGE Inc: BOARD OF MANAGEMENT OPERATING PROCEDURES**

The following schedule is to facilitate the effective and efficient flow of Board papers - notices, agendas, reports and minutes **and good governance practices**

- 1 The Board of Management is set to meet at least 10 times a year, monthly to November, from 1230-1400 - with lunch served from 1200
- 2 A schedule of meetings for each ensuing year will be agreed at the last meeting of preceding year. This shall serve as a preliminary notice of meetings to all members
- 3 **NOTICES and AGENDA:** The Chairman is responsible to ensure that due notice is given for all meetings, that effective documentation is made available and that minutes are recorded and circulated in good time.

The Chairman, in consultation with the Principal, shall determine the Agenda. Board members may request items for inclusion and shall provide appropriate explanatory information. It remains the Chairman's responsibility to approve items for inclusion.

- 4 Agendas, accompanying Reports and Background Papers are required to be sent to all Board members no later than C.O.B. on the Friday preceding the meeting.
- 5 These documents will be sent by email - unless a member is not so accessible. When any document cannot be electronically transmitted it will be mailed, or delivered to arrive no later than C.O.B. on the Monday prior to the meeting.
- 6 Board members responsible for meeting documentation are required to lodge their copy with the Principal's Assistant by C.O.B. on the Wednesday of the week prior to the Board meeting. Accordingly, to facilitate effective and proper consideration by the Board - written Reports and Proposals, with appropriate recommendations, will not be actioned unless they meet this schedule
- 7 **MINUTES and ACTION:** The minutes of each meeting will be distributed by C.O.B. on the Wednesday following the meeting. The minutes will identify ACTION items and members responsible for implementation.

{Minutes are not intended as verbatim records - rather an accurate record of attendance, business arising, business listed and major policy references and decisions (including motions/resolutions as moved and seconded) - listing only the purpose and author, and where pertinent major highlights. Reports accepted as Agenda items. Reports as submitted will be appended to the Official Minutes. Where members have previously received a report they need not be re-circulated}

- 8 **COUNCIL:** College Rule 22.4 requires the Chair to send to each member of College Council, within 14 days after each Board meeting, the minutes of that meeting, whether or not those minutes have been confirmed by the Board)