



Board Meetings Policy

Purpose

To provide guidance to the Board and information for members on planned Board meetings; better enabling directors to plan their AFSA commitment and to encourage more timely delivery of outcomes.

Scope

The policy impacts directors, the Company Secretary, the Executive Officer and state committees as well as the Executive Manager, Program Manager and Customer Services Manager at Fertilizer Australia

Policy

Meetings

The AFSA constitution provides for the Board to meet at least twice in each year and otherwise at such place and time as the Board may determine. Having regard to the volume of work to be handled, the Board has determined that it will meet bi-monthly and more regularly if required.

At least three of those meetings will be face to face and the remainder will be electronic in either the “Go to meeting” mode or as teleconferences.

Agenda

With planned bi-monthly meetings, directors will need to notify the Company Secretary of proposed agenda items more than two weeks in advance of a meeting so that the agenda can be distributed two weeks prior to the meeting. The agenda will specify the nature of the business to be transacted at the meeting and no other business will be dealt with unless the Board agrees unanimously to treat a matter as urgent business.

Board papers

Board papers and reports to be considered at forthcoming Board meetings are to be emailed to all Directors at least seven days prior to a Meeting but preferably earlier.

From time to time business papers will be circulated to directors for consideration, comment or endorsement. It is expected that directors will deal with these papers within 7 days. No response within that period will be automatically taken to mean that the director has no comment to make and agrees with what is proposed.

Similarly, with urgent business between meetings, it is expected that directors will deal with such business and respond within 7 days. If no response is furnished by a director it will be deemed as endorsement of the matter.

All matters dealt with between meetings in this way will require formal endorsement by the Board by way of an appropriate motion at the first Board meeting following such action.

Quorum

As provided in the Association’s Constitution the quorum for a Board meeting is any four (4) Directors. No business will be transacted by the Board unless a quorum is present.

<p>Australian Fertiliser Services Association Policy Name: Board Meeting Policy Policy Number 9</p>	<p>Status:Adopted Adopted: June 2017 Reviewed: Due for Review: June 2019 Page 1 of 1</p>
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