

NA-018 Invitation of Guests to NANDTB Meetings

Background: Non-Board members, other than CASA and the ADF representatives, come to NANDTB meetings by invitation from the Board, or by agreement to their request to attend. This procedure describes the Board's policy and conditions under which guests may attend.

Policy: Non-Board members attending a meeting would be expected to do so for a stated purpose, such as to present a report, provide advice or otherwise contribute to the Board's business. Even attending as an observer should have a purpose that is acceptable to the Board. Such as representing an affiliated organisation, or another NANDTB, or an organisation with which the Board is seeking a relationship.

Release of minutes and Board decisions are on the authority of the Chairman and do not include the details of discussions which underpin those releases. It is inappropriate that non-Board members are privy to these discussions, and it should be noted that they are not bound to confidentiality as are the members.

Additionally, the Board would wish to avoid situations where a guest used Board meetings to advance an agenda or personal view which should be done by other more appropriate means. There may also be conflict of interest issues.

Conditions for Invitation

1. A majority of the members agree to the guest attending
2. Sufficient notice be given to members to allow due consideration.
3. The purpose for the guest attending must be clearly stated.
4. The Board may impose any conditions it sees fit.
5. The guest must identify to the Board any conflicts of interest, real or anticipated.
6. The guest's participation in the business of the meeting is limited to the purpose noted in 3, unless otherwise permitted by the Board.