

# Access to Board Meetings

Effective From: 02 September 2016

Review Date: 01 September 2019



NATIONAL  
COLLEGE  
CREATIVE  
INDUSTRIES

- 1 Access to Meetings of the Corporation
  - 1.1 Members of the Corporation, the institute's Chief Financial Officer and the Clerk will be entitled to attend all meetings of the Corporation.
  - 1.2 Members of the public who wish to attend all or part of a Corporation meeting are asked to advise the Clerk in the first instance, to facilitate meeting arrangements and advance papers, and to ensure that the requirements of the Instrument of Government 14.5, 16 and 17.2 are met.
  - 1.3 The Corporation and its Committees will determine, from time to time, whether it will permit or require attendance of non-members of the Corporation or a Committee at meetings.
  - 1.4 No person other than a member of the Committee, the Chief Financial Officer and/or the Clerk to the Corporation shall be entitled to attend meetings of the Committee except at the invitation of the Committee.
    - 1.4.1 Senior staff of the College may be invited or required to attend to present or contribute to relevant agenda items of Corporation or Committee meetings by the Chair of the Corporation or Committee.
  - 1.5 The Corporation places responsibility on the Chief Executive and Clerk to ensure that members of their staff withdraw from meetings as and when the need arises. Such an arrangement avoids potential embarrassment for all parties.
    - 1.5.1 If, however, one or more Members of the Corporation believe that members of the staff should withdraw from a meeting for a particular item they are required to bring this to the attention of the meeting.
    - 1.5.2 The Corporation or the Committee will then decide on the matter.