

GUIDELINE FOR BOARD MEETING

THERE WILL BE THREE TYPES OF USERS:

- (i) Board Meeting Admin (BMA)
- (ii) Chairperson
- (iii) Member

THE ACTIONS OF THESE THREE TYPES OF USERS ARE GIVEN BELOW IN STEP BY STEP:

1. BMA: Create a Board Meeting with the specification of meeting number, date & time, etc.
2. BMA: Setting Agenda under the Board Meeting.
3. BMA: Add member for the meeting and specification of Chairperson.
4. BMA: Publish the board meeting. After this, all the related personnel will get email notification.
5. Member: Leadership achievement / Application Submission.
6. BMA/Chairperson: Add the application to specific Agenda.
7. Chairperson: Fixing Board meeting so that there will be no changes allowed.
8. All users: Now all relevant users can download draft meeting minutes.
9. Chairperson: Chairperson can give the decision for process.
10. Chairperson: Decision for agenda.
11. Chairperson: Accomplish the Board meeting.
12. Final meeting minutes will be generated automatically. It can be downloaded from the list of board meeting by any relevant user.