



HUMAN HABITATS

Executive Management Meeting Attendees

Executive Policy
August 2024

Policy Summary

Policy Name: Management Meeting Attendees

Attributable to: Operations & Director Level

The purpose of this policy is to establish guidelines for staff attendance at management meetings to ensure effective communication, collaboration, and decision-making within the organisation.

Frequency and Schedule

Meetings will be held on the first Thursday of every second month. Any changes to the meeting agenda will be communicated in advance. This meeting will not be rescheduled and will either proceed or be cancelled.

Meeting Preparation

The CEO and Office Manager are responsible for the preparation of the agenda and any other required documents for distribution to attendees. Other attendees are welcome to submit a policy or matter for decision/discussion paper as approved by the CEO. Agenda and papers are to be circulated by 5pm the Monday before a meeting.

All attendees are expected to review the meeting agenda and relevant documentation before the scheduled meeting time. Team Leaders are responsible for ensuring that their teams' numbers are correct and be prepared to speak to the results in the meeting.

Required attendance

Attendance at management meetings is mandatory for CEO and all staff responsible for one of the below:

- Executive Portfolio or Key Operational function.
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Optional Attendance

Directors that do not carry out any of the above functions are welcome to attend the meeting but are not required. They will still receive agendas, minutes and meeting invitations but can choose to excuse themselves if there is no reason for their attendance.

Receiving of Agenda and Minutes

Meeting minutes will be recorded to document attendance, decisions made, action items assigned, and any follow-up tasks. Meeting minutes will be distributed to all attendees and relevant Directors promptly after the meeting.

Exceptions

Non-management staff may be invited to attend specific management meetings based on agenda items or project involvement, as determined by the meeting organiser.

