



607 Board Decision Making Via Email

Purpose: To ensure that if a board decision is required via email correspondence between meetings that it adheres to the following standards.

Standards:

1. The Chair should be approached about the need for a board decision outside of a meeting. Email decision making should only be used for issues/matter that arise extraordinarily between meetings. Deadline timeframes for reply should be clearly stated.
2. The Chair shall then manage and collate the emails both inward and outward. Board members are asked to "reply to all" so all board members can see the train of thought of the other Board members and to assist with tracking who has and who has not replied.
3. The Chair will contact any board member who has not replied to ensure that they have received the correspondence and had a chance to reply to the matter at hand
4. Nearing the deadline timeframe the Chair will summarise any thoughts of the Board and issue this as a further email with the final decision.
5. At the next official board meeting the decision will be ratified and recorded in the minutes.

Reviewed: March 2016