Guidelines: BACCN National Board Etiquette

A BACCN National Board position is voluntary and therefore not bound by normal employment law and practices. These guidelines provide a standard for professional etiquette and set out clear expectations.

National Board Meetings

National Board meetings are held throughout the year with dates planned annually for both face to face and WebEx meetings. There are four face to face meetings and four WebEx meetings. The majority of face to face meetings are planned over 2-days, except for a half day meeting following the BACCN National Conference held in September. Each WebEx meetings is planned for one hour.

Board reports and agenda items are requested 3 weeks in advance of the Board meeting. Reports will be copied into a Dropbox folder once submitted to BACCN secretariat, for early viewing if required. It is expected that all National Board members will submit their reports to the BACCN secretariat, so they can be circulated by email 1 week before the meeting. A standard report template is available for use and covers the following areas:

- timescales and any relevant deadlines; financial Implications; resources and involvement of Board members.

National Board meeting attendance

- Attendance expected at 75% of National Board meetings each year (i.e. minimum of 3 meetings per year)
- Attendance at a 2-day Board meeting will be classed as 1 attendance
- Attendance expected at 50% of National Board WebEx meetings each year (i.e. minimum of 3 meetings per year)
- If face to face attendance at National Board meetings is not possible, the option of a telephone or web dial in can be used, but doesn’t count as meeting attendance.
- If the board role is not being undertaken to the expected standards, as detailed in the board pack, initial discussions with the board member will be undertaken by the Chair, an action plan agreed and if no improvement noted the person will be required to step down from the board.
- Meetings will aim to start and finish on time.

Financial guidance

- Board members are expected to adhere to the financial guidelines of the charity and only claim for legitimate expenses as outlined in the financial guidance. Breach of this guidance could result in the member being removed from board

National Conference Participation

- Full conference attendance is expected and the following roles and requirements will be assumed: Chairing of sessions, participation in judging, supporting the membership stand, visiting the exhibition and liaising with the sponsors, maintaining a professional profile for BACCN,
attending conference dinner, liaising with the attendees and supporting the conference organizers.

Communications

▪ All Board members must have regular access to email. Emails should be checked at a minimum once per week (except if on annual leave).
▪ Email headers should state clearly action needed from Board member e.g. for information only or for response. Emails requiring a response should be returned by all members indicating a decision or abstention from decision. This provides an indication of the degree of consensus among the Board.
▪ Non-response is acknowledged as abstaining from decision making and agreement to adhere to any decision subsequently made.
▪ For periods of annual leave over 1 week an ‘out of office’ reply should be set up and/or the BACCN secretariat informed of the period of absence.
▪ All Board members are expected to maintain the premises of the NMC code when dealing with members, regional committees, national board, secretariat and external contacts. Conduct that negatively affects the reputation of BACCN will be addressed by the Chair and may lead to suspension from the National Board.

Absence/Sickness at Meetings

▪ Request to leave a Board meeting early should be made as soon as possible (ideally in advance) and made clear at beginning of agenda.
▪ Apologies for meeting attendance must be given to the chair or national secretary as soon as possible, in advance of the meeting.
▪ If more than 2 consecutive meetings are missed, communication from the Chair will be expected to discuss workload/Board member’s ongoing commitment to their role. If no response is received, written communication will be sent with a request for a response within one week. If no response is received to the written communication, at the discretion of the Chair, the Board member may be officially suspended from the Board.

Long Term Absence

▪ For planned absence, as much notice as possible (ideally 3 months) should be given to the Chair and/or National Secretary.
▪ Details of the planned period of time off should be provided, with a maximum period of 12 months. If longer, the person should stand down from the Board and be reconsidered for election once in a position to full-fill a role.
▪ It may be appropriate for a person requesting leave to suggest someone to be co-opted for fixed period of time, if so this should be discussed at the National Board meeting or if time does not allow with the Chair.
▪ The Board member requesting time off will be responsible for handing over their role and ongoing projects.
▪ Discretion will apply and each case or type of leave will be judged on its own merits.