

On the day of the meeting

Attendees should:-

- Join the Teams meeting 10 minutes before the start time.
- You will not have access to your microphone as you are invited to attend the meeting as an observer, and not a participant (as is the case with traditional Board meetings).
- You are not permitted as an observer to use the chat/comments function – this is strictly for members only.
- You should ensure that your video camera is on at the start of the meeting, to identify yourself, but you will then be advised to switch it off for the remainder of the session.
- Please ensure that any personal items on display in the background cannot be picked up on video camera or preferably blur your background.
- If you do not link into the meeting before the start time of the meeting, you will not be permitted entry to the meeting mid-item until there is a natural break (e.g. a comfort break or start of a new item).
- Video or audio recording of any meeting is **prohibited** and would be seen as a violation of trust.

Security

If at any point during the meeting an attempt is made to disrupt proceedings, the Chair will pause the meeting and may direct it to be adjourned for an agreed period of time. If the meeting is adjourned, the original meeting will end and a replacement meeting invite will be issued which should be used to join the reconvened meeting, whether on the same day, or at a later date.

Michelle McPhail
Corporate Business Manager
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