The governing document is essential to your charity. A well-written governing document will tell you many of the things you need to know about your charity, including rules about the frequency and organisation of board meetings (formal meetings of the charity’s trustee board).

Meetings according to your governing document:

* Who can attend the meetings - ……………………………………………………………………………………..
* How often meetings are held - ……………………………………………………………………………………...
* The minimum number that must attend a meeting so decisions can be made (called the quorum) - ………………………………………………………………………………………………………………….
* Whether meetings must be in person or can be conducted online - ……………………………………………………………………………………………………………………………………
* When in the year the annual general meeting (AGM) is held - ……………………………………………………………………………………………………………………………………
* The notice period of the AGM - ……………………………………………………………………………………..
* Who the members are and if they must apply to join - ……………………………………………………………………………………………………………………………………
* How to deal with conflicts of interest with trustees - ……………………………………………………………………………………………………………………………………
* Whether notice is given of items to be discussed - ………………………………………………………..
* Who can vote at meetings - …………………………………………………………………………………………..
* If the chair has a second, casting vote to decide a matter when the vote is an even split - ……………………………………………………………………………………………………………………………………

If your governing document isn’t clear about meetings, you should think about adding to it or agreeing extra rules.