



Formal Documents

Production, Amendments and Production Policy

Formal Documents of the Institute

The Institute has a large number of formal documents which set out the policy and governance of the organisation. This policy and procedure document is enacted under the By-Laws of the Institute.

These documents are necessary so that Council can refer to them in all matters relating to the Institute. They provide the basis on which the Institute is run on a daily basis as well as maintaining an up to date record of the management of the Institute.

It is the role of Council, and in particular, the Business Support Manager, to ensure that all documents are up to date at all times and that any changes in the Institute's policy are recorded by updating the relevant formal documents.

Where no formal document exists for a policy decision taken by Council, the Business Support Manager will be responsible for ensuring that a formal document is created and filed according to this policy.

New, Altered and Updates of Formal Documents

Where it is necessary to produce a new formal document or alter/update an existing one, the Business Support Manager should be informed. The Business Support Manager will either ask a person who has primary responsibility for the subject e.g. the Membership Sub Group Chairman etc. or another member of Council, to submit the draft new document or intended changes to an existing formal document via him/her. Alternatively, the Business Support Manager may produce or alter the formal document directly.

Once the draft/altered formal document is complete, it should be circulated to all members of Council for approval and that approval validated at the next meeting of Council. The Business Support Manager will ensure that this document will be an agenda item for validation at the next Council meeting.

Following approval by Council members, the Business Support Manager will ensure the draft formal/altered document is checked for final typing and formatting in the 'house style' of the Institute and then once confirmed by the Business Support Manager and Chairman, the document will be posted on the website and stored (see below).

Minutes of Meetings

Minutes of all meetings of the Institute form part of the formal documents. The Business Support Manager will ensure that draft Minutes and notes of meetings are produced within 2 weeks of any formal meeting and sent to the Chairman for checking within that time period.

Once any Minutes or notes of meetings have been approved as a true record by presentation at the following Council Meeting, the Business Support Manager will ensure that they are checked a final time for formatting, typing and grammar check. Once completed, the Business Support Manager will ensure that the Minutes are placed on the website.

Minutes of Annual General Meetings will also be placed on the website, using the same administrative process as the Council Minutes but as the time period between these meetings is approximately one year, draft Minutes from the previous AGM will be posted until the next AGM approves them as a true record.

Council will use its discretion in posting on the website the Minutes or notes of any other meetings that may be held by Council e.g. Ethics Committee, Extraordinary Council Meeting, Business Planning Group etc.

Once any set of Minutes has been posted on the website, they should remain on there for a period of 2 years. The Business Support Manager will be responsible for overseeing the removal of those Minutes that have expired.

Storage of Formal Documents

The policy of the Institute is for transparency in its governance. To give effect to this, all formal documents relating to governance will be posted on the Institute's website where they can be accessed by members and the general public.

The Business Support Manager, along with the Chairman will be responsible for ensuring that formal documents are posted on the website.

There will also be a central library of all formal documents, including the Minutes of all meetings convened by Council and the Membership Register which will be kept by the Business Support Manager. These will be available for access by Council Members so that they can refer and update them when appropriate.