



PROMOTING RECOVERY IN MENTAL HEALTH

Board Meetings - Dos and Don'ts

Board members are expected to meet their responsibilities to the best of their ability. This applies particularly to Board meetings, which are the main instrument for carrying out the responsibilities of the Board.

When attending Board meetings, each Board member will:

- Come prepared for meetings - read preparatory documents beforehand and bring them to the meeting.
- Keep to the agenda.
- Express their views openly, honestly, clearly and constructively (polite, tactful).
- Be prepared to state a preference.
- Listen carefully to what other Board Members have to say, consider it and take it into account.
- Encourage, support and acknowledge the contribution of other Board Members -give praise where praise is due.
- Support the task of the Chair.
- Be alert to difficulties which another Board member may have in contributing to the meeting and respond as sensitively and helpfully as possible.
- Respect other people's right to differ and work to resolve differences.
- Avoid personal comments and discourage such comments by others.
- Be prepared to learn from one's own mistakes and those of others.
- Ask others to change unacceptable behaviour and assist them in their efforts to do so.
- Bring to the attention of the Board any issues that are believed to have an adverse effect on Pillar Kincardine or those Pillar Kincardine support.
- Represent all those whom Pillar Kincardine support and not a particular geographic area or interest group.
- Consider themselves "trustees" of Pillar Kincardine and do their best to ensure that it is well-maintained, financially secure, growing and always operating in the best interest of those Pillar Kincardine supports.
- Seek clarification when things are not clear.

When attending Board meetings, each Board member will not:

- Take offence where none is intended.
- Hog the discussion.
- Expect more of oneself and other Board Members than is reasonable (i.e. able to deliver)
- Criticise fellow Board members or their opinions outwith Board meetings.
- Discuss the confidential proceedings of the Board outwith Board meetings.
- Promise how one will vote on any issue before a meeting.