

# AVP Britain Trustees

## Between Meeting Decisions

From time to time, issues will come up that require a decision by Trustees before the next meeting. This policy lays out the procedures to follow in such cases.

If any Trustee has a matter that requires a decision before the Trustees next meet, they shall forward the information to the Chair of Trustees who will deal with it in one of the ways listed below. The Chair is responsible for determining which category any issue falls into, but he/she may consult with any others who could be helpful in reaching that decision.

### **Critical matters**

Where the issue is critical, requiring a very rapid response (e.g. the deadline to make a submission is a few days away, or there is a need to act in a crisis) the Chair (or in his/her absence the Vice-Chair) shall be contacted by email and/or phone. The Chair will make a decision on the level of urgency, and if the matter is deemed to be urgent, convene a small group consisting of the Chair, the Chair of Ops Com and the National Coordinator or other responsible staff member or volunteer (for example the Trustee with particular responsibility for the area concerned).

That small group is empowered to decide on a way forward in the short-term. That could include holding the matter for a wider consultation. Once that decision has been reached, the Chair will inform all Trustees and any others who need to know about the decision, and what if any action is being taken.

Further discussion about medium or longer term impacts will take place at the next Trustees meeting, where the small group will be fully accountable to the body of Trustees.

### **Non-urgent matters**

Where the matter requires a decision before the next meeting, but there is time for a wider consultation, the Chair will email the information to the whole Trustee body along with a draft minute for electronic approval. There may be discussion by email, but the Chair shall set a deadline for a decision.

Any matter dealt with in this way will be formally ratified at the next Trustees meeting, with the agreed electronic minute being included in the minutes of that meeting.