

Executive Meeting Minutes Policy

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| Approval Date: | May 2024 | Approval Authority: | LUSA Executive |
| Review Date: | May 2026 | Contact Officer: | LUSA President |

Purpose

The purpose of this policy is to provide students with an understanding of information discussed at executive meetings and outline what information should and should not be made available to students. This will ensure transparency to students but also ensure it does not jeopardise LUSA.

Policy Objectives

This policy seeks to determine what information should and should not be shared with students, to be transparent while also safeguarding LUSA. For transparency to be achieved the minutes must be available to students in a clear location on the LUSA website.

Principles

- The following information can be made available to students:
 - Basic information, including the name of the meeting, date, time and location of the meeting, members of the Executive in attendance and those who were absent, and any guests that were in attendance
 - Actions from previous meetings
 - Actions taken during the meeting, including motions made, and if they passed, failed, or were tabled
 - Agenda Items and Items of General Business
 - Policies reviewed
- The following information should not be made available to students:
 - Any monetary values that do not relate to a specific topic
 - Any Human Resources activity
 - Any commercially sensitive activity
 - Anything that may jeopardise LUSA
 - Names of individuals who may be affected by a topic
 - It is not necessary to record the names of those who made or seconded a motion. It is not required to record any discussion or how each Executive member voted

Responsibilities

- The President and Secretary will uphold the principles of this policy
- The President and Secretary will sign the physical copy of the minutes that are published to show that the minutes align with this policy
- The Secretary will ensure that a copy of the minutes is published on the LUSA website
- The President at the end of their term will collate the physical and digital copies of the year's minutes to be stored in the LUSA office, president OneDrive, and the President's Hard drive in perpetuity

Review

This policy should be reviewed biennially by the LUSA Executive.

The Executive may change the policy in the interim.