

Observers at the Board Meetings of Citizens Advice Wolverhampton Protocol

The Trustees of Citizens Advice Wolverhampton currently welcome three categories of observer to attend Board meetings:

1. City of Wolverhampton Council nominees (x 1)
2. Staff Representatives (x 2)
3. Volunteer Representatives (x 3)

From time to time the Board may invite other people to attend the Board, including representatives of Citizens Advice.

Observers are an important part of the governance process - by acting as a means of communication between the board of trustees and key stakeholders, and by reflecting the views of the people they represent.

Observers are welcome to:

1. Contribute to the discussion at Board meetings
2. Canvass views on Board papers from their colleagues in advance of a Board meeting and share these views during the meeting
3. Report back to their colleagues on the issues discussed at Board meetings
4. Suggest items for the Board agenda
5. Be involved in actions arising from the Board meeting

Observers are unable to:

1. Attend confidential parts of the Board meeting, unless specifically asked to do so by the Chair
2. Vote on any resolutions of the Board

If observers wish to raise sensitive issues that cannot be discussed in open forum then they should approach the Chair who will decide how the matter should be handled.

Thank you for agreeing to act as an observer for Citizens Advice Wolverhampton. Your insight is valued. We hope you find the role rewarding.

Declaration

I have read and understood this protocol

Signed:

Date:

Name:

Observer role: