

YogaMobility Policy for Non-Trustee Attendance at Trustee Meetings

The charity Trustees (deciding as a group) may wish to invite non-Trustees to some of their meetings. No-one apart from Trustees can vote at Trustees' meetings. Examples of when a non-Trustee may be invited to a Trustees' meeting include:

- a carer
- a professional adviser being invited to assist the understanding of certain matters
- representatives from a fundraising body or partner agency may wish to attend
- tutors or volunteers may be required to report on activities to the Trustees
- a prospective Trustee may be invited in order for them to gain insight into the running of the charity. This enables them to see whether the role of Trustee is one that they wish to take on. It also gives the existing Trustees an opportunity to assess the suitability of the candidate for the role.

The Charity Commission states that it would expect non-Trustees to be present only for relevant agenda items. Any Trustee who wishes to invite a non-Trustee to a meeting must discuss the invitation with other Trustees, giving details of the person they wish to attend and the reasons for doing so. Any non-Trustee wishing to attend a meeting must make a request to the Trustees explaining when and why they wish to attend. If a majority of the Trustees are in agreement then an invitation will be issued to the non-Trustee. The invitation will explain any limitations that apply e.g. the agenda item(s) that the non-Trustee may be present for, the point at which they will be expected to leave the meeting, etc. It will also be made clear that only Trustees can vote during a meeting.