

CCFSA CLIMATE
CHANGE AND
FOOD
SECURITY
ASSOCIATION

Meeting Minutes And Record Keeping Policy

MEETING MINUTES AND RECORD-KEEPING POLICY

Member:	• all board members/trustees, board committee members • all association employees, secondees, interns and volunteers; and • all consultants/contractors/suppliers (including internal consultants with an association email address) • all association partners
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I. Purpose

This Meeting Minutes and Record-Keeping Policy outlines the procedures for documenting meetings and maintaining records of the Climate Change and Food Security Association (the Association). Proper documentation ensures transparency, accountability, and adherence to legal requirements.

II. Meeting Minutes

A. Responsibility

The designated secretary, or in their absence, a person appointed by the chairperson, is responsible for taking minutes at all meetings of the Board of Directors (Board) and committees.

B. Content of Minutes

Minutes should accurately reflect the following:

- Date, time, and location of the meeting
- Names of attendees and those absent
- Approval of previous meeting minutes (if applicable)
- Agenda items discussed
- Key decisions made, including motions and votes (including ayes, nays, and abstentions)
- Action items assigned to individuals or committees
- Date, time, and location of the next meeting (if applicable)

C. Distribution and Approval

The draft minutes will be circulated to all attendees for review and comments within a designated timeframe (e.g., 5 business days).

Following any necessary revisions, the minutes will be presented for approval at the subsequent meeting. Once approved, the final minutes will be distributed to all Board and committee members, and filed electronically for future reference.

III. Record-Keeping

A. Types of Records

The Association will maintain records of the following:

- Meeting minutes (as described in Section II)
- Agendas and supporting materials for meetings
- Committee charters and reports
- Financial statements and budgets
- Contracts and agreements
- Policies and procedures
- Membership records

B. Storage and Retention

All records will be stored electronically in a secure and accessible system. Physical copies may be maintained for essential documents.

The Association will establish a record retention schedule that specifies the length of time each type of record will be retained before disposal. This schedule will consider legal and regulatory requirements, as well as the historical value of the records.

C. Access

Board and committee members will have access to all relevant records upon request. The Association may also disclose records to external parties as required by law or in accordance with its own policies.

IV. Review

This Meeting Minutes and Record-Keeping Policy will be reviewed periodically by the Board to ensure its effectiveness and compliance with any changes in legal or regulatory requirements.

V. Additional Considerations

- This policy may be adapted to include specific procedures for electronic meetings, if applicable.
- The Association may wish to consider additional record-keeping best practices, such as version control and disaster recovery procedures.