



Governance Body Meeting Policy

Policy Owner: General Secretary
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Introduction:

This policy addresses the meeting and document standards expected of all UKPSA Governance Bodies, including

- Charity Board
- Sports Council
- Conduct and Standards Committee
- National Range Officers Institute Committee
- UKPSA Training Committee
- National Squad Directors Committee
- Any other committees that may be created by the organisation

Context:

This document supplements the information related to meetings and their operation in the [UKPSA Constitution](#) and the Terms of reference of individual committees and should be read in conjunction with those documents. Committee template terms of reference can be found [here](#)

Meeting Documentation:

- All formal meetings must have an agenda and must produce minutes¹.
- Conflicts of interest must be declared in the meeting minutes
- Committees should keep an action log to ensure activities are delivered
- Members may request to see copies of minutes on the provision of a valid reason²
- Meetings should be recorded using electronic (AI) functionality, transcripts to be retained in the meeting calendar entry and be available to all members of that committee³.

¹ Minutes must be shared with the committee members for review and approval. Charity Board and Sports Council minutes must be published to the membership.

² Committees will be able to redact any minutes that are requested.

³ Transcripts will not be available to ordinary members, but more detail may be requested by elected members if a topic is directly related to their UKPSA role and responsibilities and they themselves do not have a conflict of interest. Any information provided must be treated as confidential and not shared without the permission of the Committee Chair.



[Template documents](#) which may be used in meetings can be found here.

Observers:

Members may request attendance at UKPSA committees, but will be excluded from any matters of a sensitive nature.

- Members may request attendance at Charity Board, and Sports Council meetings, but may be excluded from any items that are of a commercially or personally sensitive nature.
- Given other committees primarily deal with sensitive and/or personal topics, observers have no right of attendance but redacted minutes can be provided by the Chair upon request.

Deputies:

Members of a Governance body may nominate a deputy to attend meetings on their behalf. The use of Deputies is particularly important where a quorum is required. Deputies and who they are deputising for must be recorded in the minutes.

Governance body members should carefully consider their choice of deputy to ensure they have appropriate skills and experience. The deputy must be fully briefed and empowered to speak and vote on behalf of the Governance body member.

The Deputy must be a member of the UKPSA in good standing and must not be an existing member of the Governance body.

