



## IIUG Board of Directors Guidelines

While the IIUG Board is a voluntary entity, for good order sake, it would be advisable to observe some rules, here are some suggestions:

1. Board meetings: Board meetings are obligatory. A Board member unable to attend a meeting must notify the IIUG President at the earliest possible date. Should the President decline the request for absence, the matter may be presented to the Board. Unpredictable emergencies or *force majeure* are to be considered exceptions to this rule.
2. Conference calls: Conference calls are held on a monthly basis and are scheduled for all members to be in attendance. A Board member unable to attend a conference call must notify the IIUG President at the earliest possible date to enable him/her to reschedule it accordingly. Board members are required to assign conference calls a higher priority than regular work activities. Though we all have "real" jobs to perform, we can find an hour a month for the IIUG. Again, emergencies or *force majeure* are considered exceptions to this rule.
3. E-mails: In order to expedite communication, Board members are requested to reply within a week to e-mail messages addressed directly to them or an e-mail addressed to all members requesting a response.
4. Tasks performance: Accepting a task means devoting time to the task to accomplished it and report the status to the Board. There is no need for a task list if it is not carried out.
5. Discussions: Board member discussions, both verbal or written, are to be polite and respectful and remain focused on the subject.
6. Decisions: Board decisions apply to the entire Board. Divergences may certainly be expressed in the course of the discussions but once a decision is reached, Board members are expected to act accordingly.
7. Confidentiality: All board discussions, both verbal and written, are to be kept confidential unless otherwise stated by the Board.