

Meeting Flow of EEA

M:\EEA files\Masterdocs\EEA Procedures\Meeting_Flow_EEA.docx

See as well: M:\EEA files\Corporate\Board\meetings\ Checklist_EEA_Board_Meeting_vs_202010.docx

Checklist for EEA Board Meeting; From Preparation to homework; Including allocation of Agenda Items

The General Secretary is very much involved in the preparation of the meetings listed. Setting the programme (GA with programme group), coming up/assembling the accompanying papers, board meeting report to members within 1 week after the meeting.

Board meetings generally start after lunch day 1 and finish with breakfast day 3

Staff meetings generally start after lunch day 1 and finish before lunch day 3

- Week 2 Staff meeting
- Week 6 Board meeting
- Week 19 Staff meeting (varies according to Pentecost)
- Week 25 Board meeting (varies according to Pentecost)
- Week 35 Board Zoom call
- Week 40 General Assembly (Monday 16 hours to Thursday lunch)
 - Staff Spiritual Retreat Saturday after lunch to Sunday late afternoon (before GA)
 - Sunday evening: dinner staff and board
 - Monday morning: update by staff of socio-political work
board meets staff which is not involved in GA preparation and has a short board meeting as well.
 - Possibly a 24-hour board meeting after the General Assembly

In the HOPE year we still have a General Assembly/Members' Meeting

- Week 48 Board Zoom call