**Board Room Etiquette**

The following notes are intended to provide general guidance on handling “Board Room” situations in SimVenture and should be read in conjunction with any specific information that your tutor may provide in terms of documentation requirements or self-reflective work.

1. Make sure that all members of the Board are clearly introduced if they have not previously met, and take a few minutes to get to know each other, including confirming the name that they would prefer to be addressed by.
2. Appoint a "Chair" or "Managing Director" - the title is not important, but the role is. The Chair should not dominate proceedings but should try to ensure that everyone gets a chance to be heard, and they should invite comments from those who have made less contribution.
3. An agenda should be agreed, and the Chair should ensure that each of the main points is discussed.
4. Individual Board members should clearly express their own views, or their own uncertainties, and should also allow all the others the same opportunity.
5. If there are a range of opinions, the Chair should try to arrive at a consensus, but it may be that a vote is required. In the case of a tie, the Chair should have the casting vote. Once a decision has been made, the Board should take responsibility for the decision, but if self-reflective work is required, they can express their own views on the decisions in their own personal submission.
6. It is not usually necessary to note all the details discussed, but for each agenda item, the key points, and the decisions made, should be recorded as an agreed document, which may be required for later submission.