

## CONDITIONS OF MEMBERSHIP

### 1. Commitment

The success of The CEO Institute's programs for all members requires commitment to regular attendance on the part of each individual member. Members receive a copy of the meeting dates for the forthcoming year. If a member finds that they are frequently unable to attend meetings due to conflict with another ongoing commitment, they should notify the Chair so that alternative arrangements can be discussed. Members of The CEO Syndicate program may utilise the 'alternate' provision when they are unable to attend meetings.

It is preferable that members arrive approximately 15 minutes prior to the commencement time of the meeting as indicated on the agenda, to enable informal contact with fellow members prior to the punctual start of the formal agenda. If a member is unavoidably delayed, the Chair or The CEO Institute office should be notified.

### 2. Apologies

Where a member or alternate (if applicable) is unable to attend a meeting they should notify the Chair or the office of The CEO Institute as soon as possible to enable an apology to be tendered to the group on their behalf.

### 3. Confidentiality and Privacy

All members (and alternates) must undertake to keep discussions and information exchanged at group meetings strictly confidential. They are required to sign a Confidentiality Agreement prior to attending their first meeting. Members (and alternates) are also required to acknowledge their acceptance of the Privacy Policy of The CEO Institute.

### 4. Networking

The Members Directory published on The CEO Institute website, provides members with information to assist them in networking with other members of The CEO Institute. In addition, The CEO Institute hosts events that provide opportunities for contact with the wider membership of The CEO Institute.

Whilst networking opportunities are available, members are not encouraged to make direct contact with the wider membership of The CEO Institute by mass direct marketing (mail or electronic) or the like for the purposes of selling products or services. Should a member wish to contact the wider membership they must contact the relevant office of The CEO Institute in the first instance.

### 5. Program Delivery

The CEO Institute reserves the right to vary the program delivery from time to time. This may include site visits or special events in lieu of the standard meeting format. Occasionally meetings may not have an expert speaker.

### 6. Meeting Discussions

Whilst The CEO Institute recognises that meeting discussions encourage a full and frank exchange of ideas and views, it is not responsible for any advice or recommendations arising out of meetings from the Chair or members.

### 7. Expert Speakers

Expert speakers are external to, and independent of, The CEO Institute. The CEO Institute is not responsible for any advice or recommendations which arise either during or subsequent to their presentations.

### 8. Payment of Membership Fees

Fees are to be paid quarterly in advance by the member's organisation (unless other arrangements are confirmed in writing). No refund applies in respect of non attendance at scheduled monthly group meetings. The member warrants they either have the authority to bind their organisation in respect of their membership fees or have obtained the relevant authority to do so.

### 9. Notice of Resignation

Members are required to make an initial twelve (12) month commitment to attend scheduled meetings and pay membership fees for the twelve (12) month period. Thereafter, three (3) months' notice of intention to resign from The CEO Institute is required, in writing. The member is encouraged to attend the meetings, and published events, during this resignation period.

The purpose of such notice of intention to resign is to provide (in part) The CEO Institute with sufficient time to select a suitable replacement to ensure continuity of members within the particular group.

### 10. Termination of Membership

The CEO Institute may suspend or terminate membership in a range of circumstances including:

- a) Failure to pay membership fees;
- b) Failure to attend meetings on a regular basis;
- c) Bringing the name or standing of The CEO Institute into disrepute; or
- d) The continued membership is not in the best interests of The CEO Institute for any reason.

