



## Policy, Procedure and Agreement – Board and Committee Attendance at Board and Committee Meetings

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### Purpose

Regular attendance at Board and committee meetings is essential to maintain continuity and cohesion in the management and governance of a business.

The purpose of this Policy is intended to encourage regular attendance at the Association's Board and \*committee meetings and to provide procedures to deal with any failures in such attendance.

### Policy Statement

Board members are expected to demonstrate their commitment to the Association by unbroken attendance at the Board or committee on which they sit, except when prevented by unforeseeable events.

### Responsibilities

- It is the responsibility of the Board Chair to monitor the attendance of each member and to issue warnings as appropriate.
- Prospective members of the Board shall be issued with copies of this attendance policy in the induction process and asked to acknowledge and commit themselves to observing its terms.

### Procedure Statement

- The Board Annual Calendar shall show the current year's Board meeting dates – the second Monday in each month, as necessary – and it should be provided to Board members at the beginning of each year or in the induction process for new members.
- The Secretary shall notify members of forthcoming meetings not less than 14 days before the date of the meeting.
- Where Board members are prevented from attending any Board meeting, they should notify in writing and if not possible then verbally, the Chair or Secretary of their intended absence.
- Where a meeting is to be held either in the form of a teleconference or online, the Chair or Secretary should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a face to face meeting.

### Attendance Requirements

If a Board member is absent from all types of meetings of the Board, held during a period of six (6) months without the consent of the Board (17.2 (e) of the Constitution 2012), that Board member is in breach of their obligations and is liable to be removed from the Board, subject to the following steps.

### Steps to Handle a Breach of this Policy

1. If a Board member is in breach of their attendance requirements, then the Chair shall consult with them to discuss this matter.
2. If the Board member's difficulties are seen as resolvable by the Chair, then the Chair shall attempt to resolve them.
3. If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then his/her response will be put to the Board at its next meeting. The Board member shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Board member's future membership on the Board.



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4. If the Board decides that termination is justified, the Board may suspend that person’s membership of the Board. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.
5. When any person has been removed from the Board or from any committee under this policy, the Board or committee will promptly initiate a process to recruit a new member if needed. The person whose membership has been terminated shall retain the right to stand again at the next election for the Board.

**NOTE:**

The Board may remove any person from any committee for any valid and reasonable reason, including (but not limited to) non-attendance.

\*Definition - The mention of the word/s ‘committee/s’ or ‘committee meeting/s’ is taken here to also mean any type of national or otherwise group created by the Board e.g. committee, taskforce, project group etc.

**This policy has been read and agreed to by –**

Board/committee Member’s Name and Signature

----- Date -----

**Document Authorisation**

Name and Signature of Board Chair

----- Date -----

Date of approval by the Board -----

**This document history and instructions**

Update:

Review and adopt – The last meeting of the Board before an AGM and when the Constitution changes.

1. Version: Draft 1 - 15/07/2018
2. Version: 1 – 29/08/2018
3. Version: 2 – Adopted – 27/03/2019 – minor name changes (25/03/2019)
4. Version: 3 - Adopted – 10/02/2020 – definition added and procedural updates (27/01/2020)
5. Logo updated – 10/07/2020

**Related Documents:**

Name	Status	Status Date