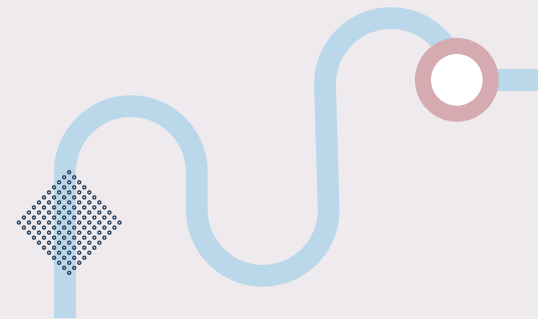


Board Attendance Policy



Centre Name	
Centre Address	

Policy Name	Board Attendance Policy
Policy Number	
Date Created	
Effective Date Adopted by the Board	
Version Number	
Date of Last Version	
Administrator Responsible	
Administrator Contact Information	

POLICY HISTORY

Version Number	Approved by	Revision Date	Author

DOCUMENT CONTROL

Document Ref		Title	Board Attendance Policy
Version & Date		Author	
Directorate:		Approved by Management	
Reviewed		Change History	

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Board Attendance Policy

Enter Centre Name Here

Regular attendance at board and committee meetings is essential in order to maintain continuity in the management and governance of _____ The board is committed to running the company in a professional, efficient and effective manner, adhering to good governance practices at all times. It expects its members to make every effort to attend scheduled board meetings. While the board accepts that members will occasionally miss meetings due to unforeseen circumstances beyond their control, continual absence from meetings is unacceptable.

Attendance at board meetings is part of the responsibility of the directors of a company.

The board has developed this policy to set out a clear shared expectation for attendance at meetings to which each member will hold themselves accountable. This board attendance policy is intended to encourage regular attendance at board and committee meetings and to provide procedures to deal with any failures in such attendance.

PURPOSE

- To ensure that all board members are aware of the importance of attendance.
- To ensure that all directors are aware of their legal responsibility to attend meetings.
- To guarantee a quorum at every meeting. Quorum details can be found in the Constitution / Memorandum and Articles of Association.
- To outline reporting and recording mechanisms for absences.
- To reinforce the commitment required to be a board member.
- To ensure that accountability to both funders and the community are served.

PURPOSE

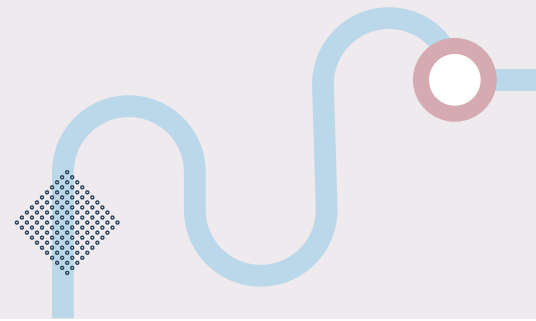
It is the responsibility of the chair of the board to monitor the attendance of each member and to issue warnings as appropriate

ATTENDANCE POLICY

- Board and committee members are expected to show their commitment to the company by continuous attendance at the board or committee meetings, except when prevented by unforeseeable circumstances.
- Board members are expected to attend at least 75% (or percentage decided) of regularly scheduled meetings.
- Board members will be supplied with a schedule of meetings – to be set either annually or on a six-monthly basis.
- As far as is practical, meetings will be scheduled for a particular day / time of each month, if monthly meetings are normal. Dates will be decided at a full board Meeting, after discussion and agreement by those present.
- Absence from a meeting should be reported to the secretary or centre manager by telephone or email – at the earliest possible time.



Board Attendance Policy



- All board meeting minutes will record attendance and reported absences. Non-reported absences will be recorded separately.
- Reports and other supporting documentation will not be sent out to directors who fail to attend three consecutive meetings.
- Failure to attend scheduled meetings may be seen as a lack of commitment to the board.

PROCEDURE

The secretary shall notify directors / authorised officials of upcoming meetings no sooner than 21 working days before the set date of the meeting.

Where board members are unable to attend any board meeting, they should notify the chairperson of their intended absence.

Where a meeting is to be held either in the form of a zoom / teams or online, the chair should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting. The chairperson will send out a link for the meeting at least one week in advance of the scheduled meeting.

If a board member is absent for two consecutive meetings without first notifying the chair of their absence, or if a board member is absent for three consecutive meetings having notified the chair of their absence, that board member is in breach of their obligations and is liable to be removed from the board, subject to the following processes.

- New members to the board shall be issued with copies of the attendance policy and requested to sign and confirm they have read and fully understand the policy.
- Should a board member be in breach of the attendance policy then the chair shall consult with them to discuss this matter.
- If the board members require a leave of absence the chairperson will work with them to put a plan in place.
- If no mutually satisfactory resolution is possible, and if the board member wishes to continue on the board, then the director's response will be put to the board at its next meeting. The director / board member shall be entitled to speak to present their case. The board will then decide what actions to take regarding that board member's future membership on the board.
- The board may remove any person from any board sub-committee for any reason, including (but not limited to) non-attendance.
- When any director has been removed from the board or from any committee under this provision, the board or committee will promptly initiate a process to recruit a new replacement director. The person whose membership has been terminated shall retain the right to stand again at the next AGM.

POLICY REVIEW

The policy should be reviewed regularly but always when new members / directors are elected.

