



Board Attendance Policy

Policy Authorised by:	Dr Phil Hamdorf	Original Issue:	4 th April 2023
Policy Maintained by:	Dr Phil Hamdorf	Next Review:	4 th April 2025

INTRODUCTION

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

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at the ASAPD Board and committee meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Board and committee members are expected to demonstrate their commitment to the organisation 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.

PROCEDURES

The Secretary shall notify directors of forthcoming meetings no sooner than 21 working days before the set date of the meeting.

Where Board directors are prevented from attending any Board meeting, they should notify the Chair of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the Chair should notify directors accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

a) Attendance requirements

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

Prospective directors of the Board shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

b) Process

If a Board director is in breach of their attendance requirements, then the Chair shall consult them to discuss this matter.

If the Board director's difficulties are resolvable, then the chair shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Board director wishes to continue on the Board, then the director's response will be put to the Board at its next meeting. The Board director 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 director's future membership on the Board.

If the Board decides that termination is justified, the Board may suspend that person's membership of the Board. In the event the director wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended director shall

be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

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

When any person 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 Board director. The person whose membership has been terminated shall retain the right to stand again at the next election for the Board.