



Board Attendance Policy

Policy Authorised by:	Dr Phil Hamdorf	Original Issue:	4 th April 2023
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Policy Maintained by:	Dr Phil Hamdorf	Next Review:	26 th May 2028

1. Introduction

Regular attendance and active participation at Board and committee meetings are critical to ensuring effective governance, informed decision-making, and organisational continuity of the ASAPD.

2. Purpose

This policy establishes clear expectations for attendance and participation by Board and committee members, and provides a fair, transparent process for managing non-attendance.

3. Scope

This policy applies to all Directors of the ASAPD Board and all members of Board sub-committees.

4. Policy Statement

Board and committee members are expected to attend and actively participate in all scheduled meetings. While reasonable absences may occur due to unforeseen or exceptional circumstances, consistent attendance is a fundamental responsibility of the role.

Attendance includes participation via in-person meetings, teleconference, or approved digital platforms, and is considered equivalent for all governance purposes, including quorum.

5. Roles and Responsibilities

Board Chair

- Monitors attendance and participation of Directors
- Initiates discussions where attendance concerns arise
- Ensures procedural fairness in the application of this policy

Directors and Committee Members

- Attend and actively participate in meetings
- Notify the Chair/CEO in advance of any inability to attend
- Maintain a commitment to their governance responsibilities

CEO

- Issues meeting notices and agendas
- Maintains accurate attendance records, minutes and meeting actions

6. Meeting Notification

The CEO will provide notice of meetings at least 7–14 days prior to the meeting date, unless circumstances require shorter notice.

7. Attendance Requirements

A Director will be considered in breach of attendance expectations if they:

- Are absent from two (2) consecutive meetings without notifying the Chair; or
- Are absent from three (3) consecutive meetings, regardless of whether notice has been provided.

In assessing any breach, the Board may take into account the reasons for absence, including health, professional or personal circumstances.

Prospective Directors will be provided with this policy and expected to commit to its requirements upon appointment.

8. Process for Addressing Non-Attendance

8.1 Initial Review

Where a potential breach occurs, the Chair will consult with the Director to:

- Discuss the reasons for non-attendance
- Determine whether the issues can be reasonably resolved

8.2 Resolution

Where appropriate, the Chair may agree on actions to support the Director in meeting their obligations (e.g. temporary adjustments, leave of absence).

8.3 Board Consideration

If the matter cannot be resolved, the Chair will refer the matter to the Board. The Director:

- Will be notified in advance
- Will be given a full opportunity to respond
- May speak to the matter

The Director must not vote on any resolution concerning their own position.

8.4 Determination

The Board will determine appropriate action, which may include:

- No further action
- Formal warning
- Agreed leave of absence
- Recommendation for removal

Any decision to remove a Director must be undertaken in accordance with the ASAPD Constitution and any applicable legal requirements.

9. Committees

The Board may remove any person from a Board sub-committee for any reason, including non-attendance, at its discretion.

10. Vacancies

Where a vacancy arises, the Board will initiate a process to fill the position in accordance with the Constitution.

A person removed under this policy remains eligible to nominate for future Board positions, subject to the Constitution.

11. Record Keeping

Attendance at all meetings will be formally recorded in the minutes and maintained by the CEO.

12. Discretion

The Board may exercise discretion in applying this policy in exceptional circumstances, provided that decisions are fair, reasonable and in the best interests of the organisation.

13. Policy Review

This policy will be reviewed at least every two (2) years or earlier if required.