
BOARD ATTENDANCE - POLICY & PROCEDURE

INTRODUCTION

Regular attendance and meeting preparation for Board meetings is essential to maintain continuity and cohesion in the management and governance of Glasser Australia (GA). This is particularly important for GA as a working Board, with a part time administration officer, to achieve the Strategic Activities stated in the Statement of Strategic Intent.

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance and meeting preparation by GA Board members and to provide procedures to respectfully address poor meeting attendance.

POLICY

Board members are requested to demonstrate their commitment to the organisation by unbroken attendance at the meetings, except where unforeseen and/or unpreventable circumstance occur.

RESPONSIBILITIES

It is the responsibility of the Board Secretary to record the attendance of each member and to notify the President if a member has not met the requirements of the Board Attendance Policy in order to seek clarification for nonattendance to come to an agreed way forward.

PROCEDURES

The Secretary shall notify members of annual meeting schedule and address meeting changes where necessary and appropriate.

Where Board members are prevented from attending any Board meeting, they are requested to notify the Secretary of their intended absence.

Board papers and associated documentation will be provided to members at least one week prior to the meeting date.

Attendance Requirements

If a Board member is absent for two consecutive meetings without notifying the Secretary of her/his inability to attend, or if a Board member is absent for three consecutive meetings having notified the Secretary of their absence, the Board member has not met the requirements of the Policy.

The Secretary will keep the President informed of the meeting attendance records.

Prospective Board Members will be provided a copy of the Board Attendance Policy and asked for a commitment to the Policy.

Process to address Board Attendance

If a Board member is unable to regularly meet the attendance requirements, then the President will contact the member to discuss the challenges that prevent attendance.

If the Board member's challenges are resolvable, then the President shall attempt to collaborate to resolve the situation.

If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board member will be provided an opportunity to speak to the issue. The Board will then decide what actions to take regarding that Board member's future membership on the Board.

The Board may remove a member from the Board or Working Group where illegal or inappropriate behaviour that could damage the reputation of GA has been demonstrated or reported after speaking to the member to seek clarification.

RELATED DOCUMENTS

- Constitution

REVIEW

Policy Title	Board Attendance		
Developed by	Cathy O'Toole		
Adopted by	Glasser Australia Board		
Adoption Date		Scheduled Review Date	2023
Version	1.0		