

Preamble:

Members of the Board of Directors are expected to maintain acceptable attendance at all Board and Committee Meetings. Regular attendance is essential in order to maintain continuity and cohesion in the management and governance of the organization. Prospective members of the Board shall be issued copies of the attendance policy and are required to commit themselves to observing its terms.

Policy Statement:

It is responsibility of the Chair, together with the assistance of the Secretary, to monitor the attendance of each Board Member and to issue a notice of unacceptable attendance if appropriate. If a Board Member is absent for two consecutive meetings without first notifying the Secretary and/or the Chair of their absence, or if a Board Member is absent for three consecutive meetings, having notified the Secretary and/or the Chair of their absence, said Board Member is in breach of their obligations and is liable be removed from the Board or Committee, subject to the following processes.

Procedures:

If a Board Member is in breach of their attendance requirements, the Chair shall consult with the individual Member to discuss said attendance concerns.

If the Board Member's issues affecting their attendance are resolvable, then the Chair shall take the appropriate steps to endeavor to resolve said issues.

If a mutually satisfactory resolution is not possible, the Board of Directors or Committee will then decide what actions to take regarding that Board Member's future membership on the Board or Committee.

If the Board decides that termination is justified, the Board may terminate said individuals membership of the Board or Committee.

Created: 2012-10-10 by Jonathan Niemczak approved by the Board of Directors 2012-10-24

DATE	AMENDED BY	APPROVED BY	VERSION NUMBER