

Introduction

Regular attendance at United Way Glenelg's board and committee meetings are essential to maintain continuity and cohesion in the management and governance of United Way Glenelg.

Purpose

The Board Attendance Policy intends to encourage regular attendance at United Way Glenelg's board and committee meetings and to provide processes when attendance requirements are not being met.

Definition

Attendance is defined as engaging in Board meetings in person or via technology (phone, teams etc).

Attendance Requirements

Board and committee members are expected to demonstrate their commitment to the organisation by regular attendance at meetings of the board or committee on which they sit.

The annual schedule of meetings shall be approved at the first meeting in each calendar year. Any deviation from this schedule shall be communicated promptly.

Where board members are prevented from attending any board meeting, they should notify the Executive Officer of their intended absence.

Where a meeting is arranged to be held via technology, the Executive Officer should notify members accordingly. Participation in this way shall be deemed as attendance.

Board members can submit, in writing, an application for a leave of absence for a maximum of 6 months, when they know they will be absent for 2 or more consecutive Board meetings, or when experiencing difficulty in maintaining the required attendance.

If a Board member indicates a desire to resign from the Board, a letter of resignation should be submitted to the Board.

Procedure

Board members who fail to attend two consecutive meetings without lodging an apology, shall be in breach of their attendance obligations.

The processes for managing a breach:

1. The Executive Officer or the President will consult with the Board member who is in breach of the attendance requirements to discuss the reason for absence. The Board member shall be entitled to speak their case.
2. If the Executive Officer or President is satisfied that there will be an improvement in attendance and the Board member indicates a desire to remain on the Board, the case for continuation shall be considered by the Board at their next meeting.
3. When there is continued absence the Executive Officer or President shall follow up with the Board member in question and notify the Board. The case for continuation or possible

termination of the member's place on the Board shall be considered by the Board at the next meeting.

4. When any person has been removed from the Board or any sub-committee under this provision, the Board or sub-committee will promptly initiate a process to recruit a new Board member. The person whose membership has been terminated shall retain the right to stand again at the next election for the Board.

Responsibility

It is the responsibility of the Executive Officer to monitor the attendance of each member and to issue a warning as appropriate.

Reference Policies and Documents

Code of conduct

Risk Register

Family Friendly Policy

Attendance Record

Meeting Minutes