

BOARD ATTENDANCE POLICY



BACKGROUND

Regular attendance at Board Meetings is essential in order to maintain continuity and cohesion in the management and governance of IRCA (trading as First Nations Media Australia). Most Constitutions state the number of Board Meetings that must be attended annually by Board Members or Directors and the minimum number of Board Meetings to be held each year.¹

PURPOSE *(Why do we have a Board Attendance Policy?)*

The purpose of a Board Attendance Policy is to encourage Board Members to regularly attend Meetings, and to provide procedures to deal with failures to attend meetings on a regular basis.

POLICY OBJECTIVE

To ensure the effective performance of the Board, including the attainment of quorums at Board Meetings.

POLICY STATEMENT

The Board members of IRCA are expected to demonstrate their commitment to the organization by unbroken attendance at Board meetings, except when prevented by unforeseeable events.

PROCEDURES

- Forthcoming meeting dates should be set either annually or the end of the previous meeting.
- The Manager of the Organisation shall notify Board members of forthcoming meeting no sooner than 14 days prior to the date of the next meeting.
- If a Board Member is unable to attend a meeting, he/she should notify the manager of the intended absence, and the reason for the absence, at least 24 hours prior to the meeting.
- If it appears that a quorum will not be possible, the manager will advise Board Members and nominate a date and time for the next meeting.
- The Chairperson may delegate elements of this authority to the Manager of the organisation.

PROCEDURES – ABSENTEE BOARD MEMBER

If a Board Member is absent for two or more consecutive meetings (and meetings have been advised as per the Procedure above) without notifying the Chairperson of their absence, or if a Board Member is absent for three consecutive meeting, despite having notified the Chairperson of their absence, that Board Member is in breach of their obligations and are liable to be removed from the board.

Subject to the IRCA's Constitution, the following is a guide on how to proceed under such circumstances:

- The Chairperson will contact the absent Board Member and ascertain the reason for their absence. (Contact may be in person, by phone or in writing.)

¹ Not all Constitutions will state the minimum number of Board meetings, particularly those organizations incorporated as a Company. In such cases, the Board should decide at the beginning of the elected year, the number and date of board meetings.



- The results of the communication with the absent Board Member will be put to the Board for decision and action. ²If the Board Member who has been absent attends the meeting, he/she shall be entitled to speak to this item, and to vote on it.
- If the Board decides that removal of the Board Member is justified, the Board may suspend that person's membership of the Board.
- If the Board Member is absent at the meeting, a registered letter, advising him/her of the decision will be sent within 14 days of the meeting.
- If the Board votes for the suspension of Board Membership and the Member wishes to continue in his or her position, the suspension shall be put to a General Meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

RESPONSIBILITY

It is the responsibility of the Chairperson of the organisation to monitor board attendance and to initiate procedures for addressing non-attendance. If it is the Chairperson who is not attending meetings, the responsibility will fall to the Deputy Chairperson.

SOURCE DOCUMENT

Please note, large sections of this policy have been copied and adapted from the document: Board Attendance Policy, www.ourcommunity.com.

² Decision may be a motion to suspend the Member, or to send them a warning letter.