



Board Attendance Policy

1.0 Overview

The board of directors is charged with providing ultimate oversight over the activities and affairs of the Society. Each director must discharge such duties in good faith, in a manner the director believes to be in the best interests of the organization, and with due care. The board expects a 100% attendance at board meetings, barring extenuating circumstances.

2.0 Purpose

This policy is intended to support full contribution of all board members. All board members receive a copy of this official policy. The policy is reviewed once a year. The policy has been reviewed and authorized by the board (see signature and date below).

3.0 Policy Statement

3.1 A board-attendance issue occurs if any of the following conditions exist in regard to a board member's attendance to board meetings:


- a) The member has two un-notified absences in a row ("un-notified" means the member did not contact the Secretary or President before the upcoming meeting to indicate they would be absent from the upcoming meeting);
- b) The member has three notified absences in a row; or
- c) The member misses one third of the total number of board meetings in the latest twelve-month period since the start of their term.

3.2 If a board-attendance issue exists regarding a member, the President will promptly contact the member to discuss the barriers to the member attending the meeting(s). The member's response will promptly be shared by the President with the entire board no later than at the next board meeting. In that meeting, the board will decide what actions to take regarding the board member's future membership on the board.

3.3 The Board may vote on whether or not to terminate the member's membership on the Board.

3.4 If the Board votes to terminate the member's participation, the President shall provide a written notice of termination to the member in question within two weeks of said vote. If the Board votes to terminate the President's participation, the Vice-President shall provide a written notice of termination to the President within two weeks of said vote.

3.5 The Board shall promptly begin to recruit a new member. The Board will vote on the acceptance of potential new Board members. The President will issue the relevant offer of Board membership to the new member, and his/her name will be shared with the entire membership at the earliest opportunity.

President's Signature Indicating Board Authorization  Date 2018-05-29