	TITLE OF THE POLICY: BOARD AND COMMITTEE ATTENDANCE	Policy Number: BRD-0420
	Policy Tool Type: Policy	Policy Level: Level III
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Approval Date	<i>April 5, 2022</i>
Revision Date	
Approved by	<i>Chair, Board of Trustees</i>
Approver Signature	
Scheduled Review Date	<i>April 2024</i>
Cross- Reference	

PURPOSE

To ensure that Board and Standing Committee members contribute their expertise and judgement to the organization and affairs of the Central Regional Health Authority by attending and participating in Board and Committee meetings.

SCOPE

This policy applies to all Board members. This policy applies to all Board and committee meetings.


POLICY STATEMENT(S)

While full attendance by all trustees is expected, it is recognized that Trustees and committee members may be unable to attend some meetings due to conflicts with other commitments or other unforeseen circumstances.

Regular Board Meetings and Standing Committee meetings shall have annual planned schedules provided in October of each year for Board approval.

An attendance rate of at least **80%**, is acceptable for the regular scheduled eight (8) **Board of Directors meetings** per year.

Recognizing the important work of **Standing Committees**, it is incumbent on all trustees to make every reasonable effort to be in attendance.

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Trustee attendance will be recorded by the Executive Assistant for all Board and Standing Committee meetings. Members not attending shall notify in writing of their Absence.

Where circumstances arise, giving a trustee cause for foreseeably missing up to 3 consecutive meetings, a Trustee may apply to the Board Chair for a *Leave of Absence*, stating reason(s) for said leave. The Board Chair will discuss the Trustee's request for *Leave of Absence* with the Governance Committee. Pursuant to this, the Board Chair will make a final decision and advise the Board of the same.

If a trustee is unable to attend a meeting, then they are to contact the Board Chair (for Board of Directors Meeting) or Committee Chair (for Committee meeting) in advance of the meeting, (*copied to the Board Executive Assistant*) to send regrets, and so as to provide adequate notice for the chair to determine if there is a Quorum.

PROCEDURE

1. Where a Trustee of the Board in a 12-month period (October to October),
 - a. ***attends less than 80% of Board of Directors meetings***, the Board Chair shall meet with the member to review the attendance record with the goal of improved attendance.
 - b. ***is absent for three consecutive Board of Directors meetings***; the Board Chair will discuss the member's record of attendance with the Governance Committee. Pursuant to this, the Board Chair will either: ask the individual to resign or notify the Minister in writing recommending removal of the Trustee.