



## **Mohill Family Support Centre**

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### **Policy on Non-Attendances at Board of Directors Meetings**

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**Date: V1 18/09/2019**

**Date: V2 Aug 2022**



## **Introduction**

The role of the Board of Directors/Trustees is to manage the resources of the Family Support Centre as efficiently as possible so that aims and objectives are achieved and the three-year Strategic Plan is implemented.

It is understood that the contribution to the Board of Directors/Trustees is made on a voluntary capacity and that work or family commitments can affect attendance at Board meetings from time to time. While there are no set attendance levels, Directors are expected to attend at least three-quarters of all scheduled meetings. The Voluntary Board of Directors wish to ensure that meetings are well-attended and that all members participate fully in the decision-making process and share the strategic management of the Centre.

## **Managing Non-Attendance at Meetings**

Attendance at meetings of the Board of Directors/Trustees, Finance and Staff Liaison sub-committee meetings must be recorded in the minute's book and attendance sheet for each meeting.

On the occasions where a Director/Trustee is unable to attend a meeting, they are expected to inform the Coordinator/ Chairperson that they cannot attend the meeting and give as much notice as possible, prior to the meeting. Apologies and absences must be recorded in the minute's book.



If a member fails to attend **three consecutive meetings** and no apology is sent or reasons given for continuous absence, the Chairperson will bring this to the notice of the Board of Directors/Trustees. The steps below will be taken:

1. The issue will be discussed at the next meeting of the Board of Directors/Trustees. A member(s) of the Board or the Coordinator will be nominated to contact the absent Director/Trustee and establish the reasons for their non-attendance.
2. If the member is having difficulty fulfilling their commitment to the Board of Directors/Trustees, a number of options may be explored. For example:
  - Taking a leave of absence over a specified period of time (3-6 months maximum);
  - Agree attendance at a specified number of meetings;
  - Resign their position on the Board of Directors.
3. If the Director/Trustee wishes to remain on the Board and / or sub-committee, they will be reminded of their responsibilities and the commitment expected of them.
4. If the Director/Trustee continues to fail to attend meetings – the Board of Directors/Trustees will formally write to the absent Board member, thanking them for their participation to date and informing them that, in accordance with this policy they are no longer considered a member of the Board and / or sub-committee.
5. The absent Board member has the right to appeal the decision. This appeal will be heard by two members of the Board of Directors/Trustees.



6. If the appeal is upheld the absent Director/Trustees will be reminded of their responsibilities and expected commitment to the Centre and revert to point three in the process. The expected commitment will be agreed in writing.
7. Failure to fulfil their agreed commitments may result in dismissal from the Board of Directors/Trustees, without leave to further appeal.

The Board of Directors / Trustees may also invoke this policy when a member fails to attend meetings, or training, planning and / or review days on a regular basis – even though they do send apologies.

The Auditors for Mohill Family Support Centre will notify the Companies Registration Office of changes in membership of the Board of Directors/Trustees.

This policy was discussed and ratified by the Board of Directors/Trustees.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position on Board: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Position on Board: \_\_\_\_\_