



BOARD OF DIRECTORS MANUAL

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APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
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BOARD DIRECTOR ATTENDANCE

Purpose:

To outline meeting attendance expectations of Board Directors.

Policy:

It is expected that each Director will attend a minimum of two-thirds (2/3) of all Board and committee meetings

Procedure:

1. To ensure maximum attendance the Board Chair and Committee Chairs shall:
 - establish a schedule of regular meetings;
 - assist in removing barriers to regular attendance;
 - establish required 'special meeting' dates and expected outcomes, giving the longest possible lead times;
 - ensure members have the ability to join by phone or by other electronic means.
2. Directors shall:
 - give notice of their absence to the Secretary of the Board, or Committee Chair, with reason for absence;;
 - give best efforts to attend by telephone or other electronic means if unable to be present in person;
 - provide written or verbal input to the Chair of the Board or Committee Chair.
3. When a Director's absence impacts the ability of the Board and/or Board Committee performance, the Board Chair, shall:
 - determine the cause of the absence;
 - determine if future absence may continue;
 - establish a plan for action as may be required with the Director.

NOTE: This is a CONTROLLED document as are all management system files on this server. Any documents appearing in paper form are not controlled and should ALWAYS be checked against the server file version (electronic version) prior to use.

References:

Northumberland Hills Hospital By-laws

Approved:

January 18, 1999

February 2001

April 2002

May 2007

February 2011

March 2014

March 2016 revised

February 2017 reviewed

February 2018 revised

February 2019 revised

February 2020 reviewed

March 2021 reviewed

May 2022 revised

March 2023 revised

March 2024 revised

March 2025 reviewed

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