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 telephone 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.
   - ensure if joining by electronic means, they are in a secure and private location.

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.

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References:
Northumberland Hills Hospital By-laws

Approved:
January 18, 1999
February 2001
April 2002
May 2007
February 2011
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March 2016 revised
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February 2018 revised
February 2019 revised
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