



# NORTHUMBERLAND HILLS HOSPITAL

## BOARD OF DIRECTORS MANUAL

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CATEGORY:	GOVERNANCE	NUMBER: I-007
ISSUED BY:	GOVERNANCE COMMITTEE	
APPROVED BY:	BOARD OF DIRECTORS	PAGE: 1 of 2
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### **BOARD DIRECTOR ATTENDANCE**

**Policy:**

Each Director shall exercise reasonable effort to attend scheduled and special meetings of the Board as well as Committee meetings that the Director has been assigned to and has accepted.

**Purpose:**

The Board of Directors and the Committees of the Board have been entrusted to direct and monitor hospital operations. Unreasonable Director absenteeism limits the full capability of the Board to fulfill its obligation to hospital stakeholders.

**Procedure:**

1. To ensure maximum attendance the Board Chair and Committee Chairs shall:
  - establish a schedule of regular meetings;
  - establish required 'special meeting' dates and expected outcomes, giving the longest possible lead times.
2. Directors shall:
  - give notice of absenteeism to the Secretary of the Board, or Committee Chair, with reason for absenteeism;
  - provide written input and/or an alternate Director to present their input.
3. When Director absenteeism impacts the ability of the Board and/or Board Committee performance the Governance Committee or the Committee Chair shall:
  - determine the cause of the absenteeism;
  - determine if future absenteeism may continue;
  - establish a plan for corrective 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.

4. When future absenteeism is expected:

- Committee Chairs will recommend remedial action to the Governance Committee;
- the Governance Committee may recommend a Director's 'leave of absence' or replacement.

References:

Northumberland Hills Hospital By-laws

Approved:

January 18, 1999

February 2001

April 2002

May 2007

February 2011