

---

## Non-Attendance at Board Meetings Policy

---

Policy Area	Non-Attendance at Board Meetings Policy
Policy no.	Policy no. 37
Policy version	Version number 1
Policy operational date	22.01.2024
Policy review date	22.01.2026

## **Policy**

The role of the Voluntary Board of Trustees is to manage the resources of the torc.CFRC as efficiently as possible so that our aims and objectives are achieved, and our annual Work Plan is implemented. The torc.CFRC expects all trustees of the Voluntary Board of Trustees to be committed to the work of the Centre and fully respects and values the voluntary nature of this commitment. It is important that Board meetings are well attended and that all trustees participate fully in the decision making.

## **Procedures**

- A.** Attendance at meetings of the Voluntary Board of Trustees, Finance, Staff Liaison, and all other sub-committee meetings must be recorded. Apologies and absences will also be recorded.
- B.** Trustees of the Voluntary Board of Trustees are expected to attend at least 50 per cent number of Board meetings each year. If a trustee fails to attend meetings **(INSERT NUMBER AS PER CONSTITUTION/GOVERNING DOC)** without just cause she/he will no longer be considered a trustee of the Board and will be asked to send a letter of resignation to the torc.CFRC.
- C.** If a trustee cannot attend a meeting, they will send an apology as soon as possible prior to the commencement of the meeting.
- D.** If a trustee fails to attend **(INSERT NUMBER AS PER CONSTITUTION/GOVERNING DOC)** consecutive meetings and no apology is sent, or reasons given for continuous absence, the Secretary will bring this to the notice of the Voluntary Board of Trustees. The following steps will then be taken:
  - i. The issue will be discussed at the meeting of the Voluntary Board to decide what Board trustees will approach the trustee in question to clarify reasons for their non-attendance.
  - ii. If the trustee is having difficulty fulfilling their commitment, a number of options may be explored such as taking time out over a period of time or joining a sub-committee instead.
  - iii. If the person wishes to remain on the Board and / or sub-committee, they will be reminded of their responsibilities and the commitment expected of them.

If the board trustee continues to fail to attend meetings – the Voluntary Board of Trustees will formally write to them thanking them for their participation to date. The letter will clarify that in accordance with this policy they are no longer considered a trustee of the Board and / or sub-committee. The person will be requested to send the secretary a letter of resignation.

When a trustee fails to attend meetings, or training, planning and / or review days on a continuous basis – even though they do send apologies – the above procedure will also be followed.

The Company Secretary will notify the Companies Registration Office/ Charities Regulator/Register of Beneficial Owners of changes in trusteeship of the Voluntary Board of Trustees.

### **Review**

This policy will be reviewed in 3 years or sooner should circumstances change.

### **Revision History**

Revision No.	Approval Date	Document Reference and Changes Made	Name