



## **Committee Member Attendance Policy**

### **Policy Statement**

Regular attendance at Committee meetings by Committee members is essential in order to maintain continuity and cohesion in the management and governance of REAIE. Committee members are expected to demonstrate commitment to REAIE by unbroken attendance at monthly Committee meetings except when prevented by unforeseeable events. All Committee members and prospective Committee members will receive a copy of this policy.

### **Implementation**

- The Secretary shall notify members of meeting dates at the beginning of the calendar year.
- Where Committee members are prevented from attending any meeting, they should notify the Chairperson and Secretary of their intended absence.

### **Policy Guidelines**

Committee members are required to attend 70% of Committee meetings annually. If a Committee member is in breach of their attendance obligations they may be required to resign from the Committee, subject to the following processes:

- If a Committee member is in breach of their attendance requirements then the Chairperson shall consult them to discuss this matter or alternatively the Committee member may approach the Chairperson privately.
- If the Committee member is in breach of the attendance requirements due to the work of the organisation, this is not considered to be an absence.
- Committee members may, at times, face circumstances that require them to request a leave of absence. They are required to make this request in writing to the Executive stating the reason and length of leave required.
- In extenuating circumstances privacy issues will be upheld by the executive.
- If the Committee member's difficulties are resolvable, then the Chairperson will report this at the next Executive meeting. At this stage confidentiality issues will be respected at all times.
- If no mutually satisfactory resolution is possible, and if the Committee member wishes to continue on the Committee, then the member's response will be put to the Committee at its next meeting. The Committee member is entitled to speak to this matter and to vote on it. The Committee will then decide what actions are to be taken regarding that Committee member's future membership on the Committee.
- If the Committee decides that termination is justified, they may suspend that person's membership of the Committee. The suspended member shall be given an opportunity to be heard, either personally or in writing, and this will be considered by the Committee at the next meeting.
- The Executive may relocate any person from Project Groups for any reason, including (but not limited to) non-attendance.

### **Responsibility**

It is the responsibility of the Chairperson to monitor the attendance of each member and take appropriate action when required.