



Reggio Emilia Australia
INFORMATION EXCHANGE

Board Member Attendance Policy

Policy Statement

Regular attendance at Board meetings by Board members is essential to maintain continuity and cohesion in the management and governance of Reggio Emilia Australia Information Exchange (REAIE). Board members are expected to demonstrate commitment to REAIE by unbroken attendance at monthly Board meetings except when prevented by unforeseeable events. All Board members and prospective Board 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 Board members are prevented from attending any meeting, they should notify the Chairperson and Secretary of their intended absence.
- Should a Board member be absent from a Board meeting, it is their responsibility to ensure Board minutes are read and any action items are completed.

Policy Guidelines

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

- If a Board member is in breach of their attendance requirements, then the Chairperson shall consult them to discuss this matter or alternatively the Board member may approach the Chairperson privately.
- If the Board member is in breach of the attendance requirements due to the work of the organisation, this is not considered to be an absence.
- Board 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.
- If the Board member's difficulties are resolvable, then the Chairperson will report this at the next Executive meeting. Confidentiality issues will be respected at all times.
- If no mutually satisfactory resolution is possible, and if the Board member wishes to continue on the Board, then the member's response will be put to the Board at its next meeting. The Board member is entitled to speak to this matter and to vote on it. The Board will then decide what actions are to be taken regarding that Board member's future membership on the Board.
- If the Board decides that termination is justified, they may suspend that person's membership of the Board. The suspended member shall be given an opportunity to be heard, either personally or in writing, and this will be considered by the Board at the next meeting.
- The Executive may relocate any person from Task 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.