



## COMMITTEE ATTENDANCE POLICY

Policy number	6	Version	1
Drafted by	K Robinson	Approved by	10/07/2019
Responsible person	K Robinson	Committee on	
		Scheduled review date	01/07/2021

### INTRODUCTION

Regular attendance at Committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Gallipoli Barracks Community Centre.

### PURPOSE

This Committee Attendance Policy is intended to encourage regular attendance at Gallipoli Barracks Community Centre's Committee meetings and to provide procedures to deal with any failures in such attendance.

### POLICY

Committee members are expected to demonstrate their commitment to the organisation by unbroken attendance at the Committee on which they sit, except when prevented by unforeseeable events.

### AUTHORISATION

<Signature of Committee Secretary>  
<Date of approval by the Committee>  
Gallipoli Barracks Community Centre

# COMMITTEE ATTENDANCE PROCEDURES

Procedures number	6	Version	1
Drafted by	K Robinson	Approved by President	10/07/2019
Responsible person	K Robinson	on	
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## RESPONSIBILITIES

It is the responsibility of the Committee Chair to monitor the attendance of each member and to issue warnings as appropriate.

## PROCEDURES

The Secretary shall notify members of forthcoming meetings no sooner than 21 working days before the set date of the meeting.

Where Committee members are prevented from attending any committee meeting, they should notify the Chair of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the Chair should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

## Attendance requirements

If a Committee member is absent for two consecutive meetings without first notifying the chair of their absence, or if a Committee member is absent for three consecutive meetings having notified the chair of their absence, that Committee member is in breach of their obligations and is liable to be removed from the Committee, subject to the following processes.

Prospective members of the Committee shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.

## Process

If a Committee member is in breach of their attendance requirements, then the Chair shall consult them to discuss this matter.

If the Committee member's difficulties are resolvable, then the chair shall attempt to resolve them.

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 shall be entitled to speak to this item, and to vote on it. The Committee will then decide what actions to take regarding that committee member's future membership on the committee.

If the Committee decides that termination is justified, the Committee may suspend that person's membership of the Committee. In the event the member wishes to continue in his or her position, the suspension shall be put to a general meeting for approval. The suspended member shall be given an opportunity to be heard, either personally or through a representative, and may submit materials in writing to be circulated.

The Committee may remove any person from any Committee sub-committee for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Committee under this provision, the Committee will promptly initiate a process to recruit a new Committee member. The person whose membership has been terminated shall retain the right to stand again at the next election for the Committee.

## **RELATED DOCUMENTS**

- [Constitution](#)

## **AUTHORISATION**

<Signature of President>

<Name of President>

<Date>