

		IQA Policy P1	
National Secretariat		Board Attendance	
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Introduction

Regular attendance at The Institute of Quarrying Australia's board (IQA) and board committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the IQA.

Purpose

This Board Attendance policy sets out the attendance requirements for the IQA's board and board committee meetings and provides procedures to deal with any failures in such attendance.

Policy

Board members are expected to demonstrate their commitment to the organisation by unbroken attendance at the board and board committee on which they sit except when prevented by unforeseeable/unavoidable events.

It is a requirement that board members will communicate with the President, Company Secretary or acting chair in the event they will be absent from a board meeting or board committee meeting and provide appropriate comment on the agenda so as to minimise the loss of their input at the meeting.

Procedures

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

Where board members are prevented from attending any board or board committee meeting, they should notify the Company Secretary, President or Chair of their intended absence.

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

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

Absentee Process

1. If a board member is in breach of their attendance requirements (e.g. absence without notification) then the Company Secretary, President or Chair shall first consult them to discuss the matter.
2. If the board member's difficulties are resolvable, then the Company Secretary, President or Chair shall assist in resolving them.

3. Multiple absences

If a board member is absent for three consecutive board meetings or board committee meetings without

- first notifying the President, Company Secretary or Chair of their absence, and
- without seeking specific leave of absence from the Directors,

then that board member is in breach of their obligations and is liable to be removed from the board or the appropriate committee, subject to the following processes. The IQA constitution prescribes the authority to the Board to remove a Director who is absent from three consecutive meetings of the Board or board committee without specific leave of absence from the Directors. (Refer to clause 22f) ii) c).

- 3.1. If a board member does not attend three consecutive board meetings OR has missed a board meeting with no prior or subsequent communication, then the Company Secretary shall list the matter as an agenda item at the next board meeting OR

If a board member does not attend three consecutive board committee meetings OR has missed a meeting with no prior or subsequent communication, then the Company Secretary shall list the matter as an agenda item for discussion at the next committee meeting and it shall be noted in the Chair's report to the Board

- 3.2. 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 shall be entitled to speak to this item. The board will then decide what actions to take regarding that board member's future membership on the board.

4. The board may remove any person from any board committee for any reason, including (but not limited to) non-attendance.
5. The person whose membership has been terminated shall retain the right to stand again at the next election for the board, subject to the Director Term clause 22 h) in the IQA's constitution.

Responsibility

It is responsibility of the Company Secretary to monitor the attendance of each member and to issue warning as appropriate.