



# Institute of Quarrying Australia

 		<b>IQA Policy P1</b>	
<b>National Secretariat</b>		<b>Board / Committee Attendance</b>	
<b>Policy Number:</b>	P1	<b>Version:</b>	P1-02
<b>Board Approved:</b>	3 September 2014	<b>Contact:</b>	Company Secretary

## Introduction

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

## Purpose

The Board Attendance policy is intended to encourage regular attendance at the IQA's board, advisory council and committee meetings and to provide procedures to deal with any failures in such attendance.

## Policy

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

## 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 meeting, they should notify the Company Secretary 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.

## Attendance requirements

If a board member is absent for three consecutive meetings without first notifying the President, Company Secretary or acting chair of their absence, or without specific leave of absence from the Directors, that board member is in breach of their obligations and is liable to be removed from the board, 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 without specific leave of absence from the Directors.

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

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## Process

- If a board member is in breach of their attendance requirements then the Company Secretary or chair shall consult them to discuss this matter.
- If the board member's difficulties are resolvable, then the Company Secretary or chair shall assist in resolving them.
- 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 shall be entitled to speak to this item, and to vote on it. The board will then decide what actions to take regarding that board member's future membership on the board.
- The board may remove any person from any board sub-committee for any reason, including (but not limited to) non-attendance.
- The person whose membership has been terminated shall retain the right to stand again at the next election for the board.

## Responsibility

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