



Committee Attendance Policy

Policy number	3	Version	V1.0
Drafted by	Mark Dowling	Approved by Committee on	July 2021
Responsible person	Mark Collier	Scheduled review date	July 2022

1. Introduction

- 1.1 Regular attendance at Committee and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Southside Beekeepers Club.

2. Purpose

- 2.1 This Committee Attendance Policy is intended to encourage regular attendance at Southside Beekeepers Club Committee and committee meetings and to provide procedures to deal with any failures in such attendance.

3. Policy

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



Committee Attendance Procedure

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1. Responsibilities

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

2. Processes

- 2.1 The Secretary shall notify members of forthcoming meetings no sooner than 21 working days before the set date of the General meeting.
- 2.2 Where Committee members are prevented from attending any Committee meeting, they should notify the President of their intended absence.
- 2.3 Where a meeting is to be held either in the form of a teleconference or online, the President should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.
- 2.4 If a Committee member is absent for two consecutive meetings without first notifying the President of their absence, or if a Committee member is absent for three consecutive meetings having notified the President 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.
- 2.5 Prospective members of the Committee shall be issued with copies of the attendance policy and asked to commit themselves to observing its terms.
- 2.6 If a Committee member is in breach of their attendance requirements then the President shall consult them to discuss this matter.
- 2.7 If the Committee member's difficulties are resolvable, then the President shall attempt to resolve them.
- 2.8 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.
- 2.9 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.

- 2.10 The Committee may remove any person from any Committee sub-committee for any reason, including (but not limited to) non-attendance.
- 2.11 When any person has been removed from the Committee or from any committee under this provision, the Committee will promptly initiate a process to recruit a new Committee member.

Signed

President Southside Beekeepers Club

Date