

Physical Disability Australia (PDA) Board Attendance Policy

Policy Number	1.2	Implementation Date	01/02/2017
Drafted By	Simon Burchill	Review Date	01/02/2020
Person Responsible	PDA Manager		

INTRODUCTION

Regular attendance at Board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Physical Disability Australia Ltd (PDA).

PURPOSE

This Board Attendance Policy is intended to encourage regular attendance at PDA's Board and committee meetings and to provide procedures to deal with any failures in such attendance.

POLICY

Directors are expected to demonstrate their commitment to the organisation by unbroken attendance at the Board or Committees on which they sit, except when prevented by unforeseeable events.

RESPONSIBILITIES

It is the responsibility of the President to monitor the attendance of each Director and to issue warnings as appropriate.

PROCEDURE

The PDA Manager (acting in the capacity of Secretary) shall notify members of forthcoming meetings no sooner than 21 working days before the set date of the meeting.

Where Directors are prevented from attending any Board meeting, they should notify the President and PDA Manager of their intended absence.

ATTENDANCE REQUIREMENTS

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

Prospective Directors shall be issued with copies of this attendance policy and asked to commit themselves to observing its terms.

PROCESS

If a Director is in breach of their attendance requirements then the President shall consult him or her to discuss this matter

If the Director's difficulties are resolvable, then the President shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the Director wishes to continue on the Board, then he or she should put their case to remain on the Board at its next meeting. The Director shall be entitled to speak to this item, and to vote on it. The Board will then decide what actions to take regarding that Director's future membership on the Board.

If the Board decides that termination is justified, then in accordance with the PDA Constitution, the Board may terminate that Director's membership of the Board.

In the event the terminated Director wishes to continue on the Board, he or she may seek re-appointment at a general meeting by standing for re-election against properly nominated successors.

When any Director has been removed from the Board under this policy, the Board promptly initiate a process to recruit a new Director. As outlined above, the terminated Director shall retain the right to stand again at the next election for the Board in his or her jurisdiction.

RELATED DOCUMENTS

- PDA Constitution

AUTHORISATION



Liz Reid
President
1 February 2017
Physical Disability Australia



Simon Burchill
Manager
1 February 2017
Physical Disability Australia