



Islamic Council of Victoria

Board Attendance Policy

Policy statement:

Regular attendance at the ICV's board and committee meetings is essential in order to maintain continuity and cohesion in the management and governance of the ICV.

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

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

Responsibility:

It is the responsibility of the President (or in his or her absence, the board chair) to monitor the attendance of each member and to issue warnings as appropriate.

Purpose and Objectives:

This board attendance policy is intended to encourage regular attendance at the ICV's board and committee meetings and to provide procedures to deal with any failures in such attendance.

Application:

This policy applies to all Board members, and members of Board Committees.

Procedure:

The Secretary shall notify members of forthcoming meetings no sooner than 14 working days before the set date of the meeting.

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

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

- If a board member is in breach of their attendance requirements then the chair shall consult them to discuss this matter.
- If the board member's difficulties are resolvable, then the chair shall attempt to resolve them.



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- 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.
- When any person has been removed from the board or from any committee under this provision, the board or committee will promptly initiate a process to recruit a new board member.

Related polices:

Policies and Procedures:

- Board Induction Policy

Key words:

Board Attendance

Policy Title:	Board Attendance Policy	
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Manager responsible: President		