



Mevagh Family Resource Centre
Non-Attendance at Board Meetings Policy

Document:	Non-Attendance at Board Meetings Policy
What is this?	This is Mevagh Family Resource Centre's (Mevagh FRC) current Policy on Non-Attendance at Board Meetings
CRA Code Sections:	5.6, 5.7, 5.9,
Notes:	This document is a summary of the Mevagh FRC policy on Non-Attendance at Board Meetings
Use of Document:	Directors of Mevagh FRC - CRA Compliance
Date Policy Approved:	This Policy was approved by the Voluntary Board of Directors of Mevagh FRC at its meeting on 18.11.24
Review Date:	This Policy will be reviewed on 18.11.27 by the Voluntary Board of Directors of Mevagh FRC.

Policy

The role of the Voluntary Board of Directors is to manage the resources of Mevagh FRC as efficiently as possible so that our aims and objectives are achieved, and our annual Work Plan is implemented. Mevagh FRC expects all Directors of the Voluntary Board of Directors to be committed to the work of the Centre and fully respects and values the voluntary nature of this commitment. It is important that Board meetings are well attended and that all Directors participate fully in the decision making.

Procedures

- A.** Attendance at meetings of the Voluntary Board of Directors, Finance, Staff Liaison and all other sub-committee meetings must be recorded. Apologies and absences will also be recorded.
- B.** Directors of the Voluntary Board of Directors are expected to attend 80% of all Board meetings. If a Director fails to attend 80% of all Board meetings, without just cause, she/he will no longer be considered a Director of the Board and will be asked to send a letter of resignation to Mevagh FRC.
- C.** If a Trustee cannot attend a meeting, they will send an apology as soon as possible, prior to the commencement of the meeting.
- D.** If a Trustee fails to attend three consecutive meetings and no apology is sent, or reasons given for continuous absence, the Secretary will bring this to the notice of the Voluntary Board of Directors. The following steps will then be taken:
 - i. The issue will be discussed at the meeting of the Voluntary Board to decide what Board Directors will approach the Trustee in question to clarify reasons for their non-attendance.
 - ii. If the Trustee is having difficulty fulfilling their commitment, a number of options may be explored such as taking time out over a period of time or joining a sub-committee instead.
 - iii. If the person wishes to remain on the Board and/or sub-committee, they will be reminded of their responsibilities and the commitment expected of them.

If the board Trustee continues to fail to attend meetings – the Voluntary Board of Directors will formally write to them thanking them for their participation to date. The letter will clarify that in accordance with this policy they are no longer considered a Trustee of the Board and/or sub-committee. The person will be requested to send the secretary a letter of resignation.

When a Trustee fails to attend meetings, or training, planning and/or review days on a continuous basis – even though they do send apologies – the above procedure will also be followed.

The Company Secretary will notify the Companies Registration Office / Charities Regulator / Register of Beneficial Owners of changes in Directorship of the Voluntary Board of Directors.

Review

This policy will be reviewed in 3 years or sooner should circumstances change.

Signed: Lo Bine (Chairperson)

Date: 18 / 11 / 24

Signed: R. Kettl (Director)

Date: 18 / 11 / 24

Revision History

Revision No.	Approval Date	Document Reference & Changes Made	Name