

HARROW BUSH NURSING CENTRE POLICIES	Governance	
	Meeting Attendance – Governing Body Policy	
Endorsed by: Committee of Management	Date: 15 th October 2018	Next review: October 2021

POLICY STATEMENT

Regular attendance at Committee of Management (CoM) and sub-committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Harrow Bush Nursing Centre (HBNC).

This Meeting Attendance Policy is intended to encourage regular attendance at HBNC's CoM and sub-committee meetings and to provide procedures to deal with any failures in such attendance. CoM and committee members are expected to demonstrate their commitment to the organisation by unbroken attendance at the committee meetings on which they sit, except when prevented by unforeseeable events.

DEFINITIONS

HBNC	Harrow Bush Nursing Centre
CoM	Committee of Management

APPLICATION OF POLICY

In line with the requirements in the HBNC Constitution – *Division 4 Meetings of Committee*, the following application of the policy will apply:-

- The Executive Administration Officer shall notify members of each committee meeting no later than 7 days before the date of the meeting. Notice may be given to more than one committee meeting at the same time and the notice must state the date, time and place of the meeting.
- Where CoM members are prevented from attending any CoM meeting, they should notify the Executive Administration officer of their intended absence.
- Where a meeting is to be held either in the form of a teleconference or online, the Chair should request the Executive Administration office notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

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

Attendance requirements

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

Process

If a CoM member is in breach of their attendance requirements then the Chair shall consult them to discuss this matter.

If the CoM member's difficulties are resolvable, then the chair shall attempt to resolve them.

If no mutually satisfactory resolution is possible, and if the CoM member wishes to continue on the CoM, then the member's response will be put to the CoM at its next meeting. The CoM member shall be entitled to speak to this item, and to vote on it. The CoM will then decide what actions to take regarding that member's future membership on the CoM.

If the CoM decides that termination is justified, the CoM may suspend that person's membership of the CoM. 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.

The CoM may remove any person from any sub-committee for any reason, including (but not limited to) non-attendance. When any person has been removed from the CoM or from any committee under this provision, the CoM will promptly initiate a process to recruit a new CoM member. The person whose membership has been terminated shall retain the right to stand again at the next election for the CoM.

Responsibilities

The CoM Chair must:

- monitor the attendance of each member and to issue warnings as appropriate.
- bring this policy to the attention of current and new CoM members

The Executive Administration Officer must:

- ensure that this policy is included in the induction kit for new CoM members
- shall ensure that meetings are notified in a timely manner and retain an attendance register for all CoM members for all committees

LEGISLATION

[Associations Incorporation Reform Act 2012](#)

REFERENCES

[Consumer Affairs Victoria](#)

[Australian Institute of Company Directors](#)

[Governance Evaluator](#)

[National Safety and Quality Health Service Standards \(Second Edition\)](#)

[National Model Clinical Governance Framework](#)

RELATED DOCUMENTS

HBNC Constitution 2013
Instrument of Delegation
Committee Attendance Register

OUTCOME STANDARDS

Committee of Management and sub-committee members are expected to demonstrate their commitment to the organisation in accordance with NSQHS standards