



Homes First Society Director, Committee, and Task Team Member Attendance Policy

Principle:

To ensure that Directors, Committee, and Task Team members contribute their expertise and judgement to the business and affairs of HFS by attending and participating in Board, Committee, and Task Team meetings.

Directors, Committee, and Task Team members are expected to attend all Board meetings and all meetings of the Committees and/or Task Teams of which they are a member of.

It is recognized that Directors, Committee, and Task Team members may be unable to attend some meetings due to conflicts with other commitments or unforeseen circumstances. There is an expectation of an attendance rate of at least 75%.

Process:

Where a Director or Committee or Task Team member fails to attend 75% of the meetings of the Board or of a Committee or of a Task Team in a 12 month period, or is absent for three consecutive meetings, the respective Chair of the Board, Committee, or Task Team shall make a reasonable attempt to:

- Discuss the reasons of the absences with the Director or member;
- Determine if the absences are excusable; and,
- Ascertain if the absences are having a negative impact on the Board, Committee, or Task Team's work and/or responsibilities.

If the absences are determined to no longer be excusable and/or to be having a negative impact on the Board, Committee, or Task Team's work and/or responsibilities, the Chair shall bring the matter before the Executive Committee for discussion and direction, which may result in the dismissal of the Director or Committee or Task Team member.

A member's record of attendance shall be considered with respect to renewal of a Board term or future membership to a Committee or Task Team.

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- Created on June 13, 2017.
 - Approved by the HFS Governance and Nominating Committee on November 29, 2017 (via electronic poll); to be reviewed in 2022.
 - Approved by the HFS Board of Directors on December 5, 2017.
 - This Policy applies to all Homes First Society Directors, Committee, and Task Team Members.