

# BOARD ATTENDANCE POLICY

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## **INTRODUCTION**

Regular attendance at Board and committee meetings is paramount to ensure continuity and cohesiveness in the management and governance of Apprenticeships Are Us Limited. This policy serves as a crucial element of our commitment to corporate governance and aligns with the standards established by the Australian Charities and Not-for-profits Commission (ACNC), the Australian Institute of Company Directors (AICD), and relevant provisions of the Corporations Act.

## **PURPOSE**

The Board Attendance Policy aims to promote and maintain regular attendance at Apprenticeships Are Us Limited (ARU) Board and committee meetings. Additionally, it provides a framework for addressing lapses in attendance.

## **POLICY**

ARU Board and committee members are expected to manifest their dedication to the organisation by ensuring consistent attendance at the ARU Board or committee meetings on which they serve, except when unforeseeable events preclude their attendance.

## **RESPONSIBILITIES**

It is the responsibility of the ARU Board Chair to diligently monitor the attendance of each member and, when necessary, issue warnings in accordance with the guidelines laid out in this policy.

## **PROCESSES**

1. The Chair shall notify ARU Board members of upcoming meetings no fewer than 21 working days before the scheduled meeting date.
2. In cases where ARU Board members are unable to attend an ARU Board meeting, they should promptly inform the Chair of their intended absence.
3. Meetings held via teleconference or online platforms shall be communicated by the Chair, and participation in these meetings shall be considered equivalent to attendance at regular in-person meetings.
4. A member of the ARU Board who is absent from two consecutive meetings without prior notification to the Chair or absent from three consecutive meetings even after notifying the Chair of their absence, is in breach of their obligations and may be subject to the following procedures.
5. Prospective ARU Board members shall receive copies of the attendance policy and be asked to commit to observing its terms.
6. If an ARU Board member is found to be in breach of their attendance requirements, the Chair shall engage in a consultation process to address the matter.
7. The Chair will make a sincere attempt to resolve any attendance-related difficulties encountered by the ARU Board member.
8. If no mutually satisfactory resolution is attainable and the ARU Board member wishes to continue serving on the ARU Board, the matter will be presented to the ARU's Board at its next meeting. The affected ARU Board member will be entitled to address this item and participate in the voting process. Subsequently, the ARU Board will determine the appropriate course of action regarding the member's continued membership.
9. If the ARU Board decides that termination is warranted, the ARU Board may suspend the member's membership. If the suspended member wishes to continue in their position, the suspension will be subject

to approval at a general meeting. The suspended member will have an opportunity to present their case, either in person or through a representative, and may submit written materials for circulation.

- 10. The ARU Board may remove any individual from any ARU Board sub-committee for various reasons, including but not limited to non-attendance.
- 11. Following the removal of any individual from the ARU Board or from any committee under this provision, the ARU Board or committee will promptly initiate a recruitment process to fill the vacancy. The terminated member shall retain the right to stand for re-election to the ARU Board at the next election cycle.

This Board Attendance Policy embodies our unwavering commitment to maintaining a high standard of corporate governance, as guided by the ACNC, AICD, and the Corporations Act. It is a fundamental element of our dedication to long-term organisational success and adherence to industry best practices.

**AUTHORISATION**

Michael Wentworth



**Managing Director**  
Apprenticeships Are Us Limited

**DOCUMENT CONTROL**

Version	Authorised by	Authorisation Date	Sections	Amendment
1.1	M. Wentworth	27/10/2022	All	N/A
1.2	M. Wentworth	02/11/2023	All	Cover page, information update