



## Sample Board Member Attendance Policies

### *Sample A: Board Member Attendance Policy*

It is expected that Board Members make every effort to attend Board and Committee meetings. Participation by telephone in case of emergency or illness is acceptable. In the event that Board Members find they are unable to participate to the extent necessary, they should consider resigning from the Board. The Governance Committee will consult with individual Board Members as needed

### *Sample B: Board Member Attendance Policy*

The XYZ Foundation board of directors developed this written policy to set a clear shared expectation for meeting attendance that we will hold ourselves accountable to the governance needs of the organization.

### Policy

- XYZ Foundation board members are expected to attend at least 75% of all regularly scheduled meetings. Board members are expected to defend regular meeting times in their personal calendars, and to avoid scheduling other meetings during that time.
- Board members occasionally miss meetings due to circumstances beyond their control such as illness, travel schedules, jury duty, or holidays. These will generally be considered "excused" absences. In all cases, board members are expected to notify the board of meetings they know they will miss. "Silent failure" (i.e. missing a meeting without notification) is unacceptable.

In order to make the board more accountable internally and to the communities we serve, we will institute the following "transparency" measures:

- All minutes (with attendance, and excused/unexcused absences) will be sent via email to membership by the Secretary.
- Repeatedly absent board members will be noted in the meeting minutes
- Board attendance percentage will be reported when board members stand for re-election (e.g. Jon attended 95% of scheduled meetings this year)
- We will maintain a public, year-to-date summary of board member attendance on the Foundation website so that Foundation members can check in on our attendance.

Source: [National Center for Family Philanthropy Knowledge Center](#)