

	<b>Policy:</b> EXECUTIVE ATTENDANCE POLICY <b>Policy Number:</b>
<b>Implementation date:</b> 17JUN2016	<b>Revision date:</b>

The BUFA Executive is a deliberative body, which relies on the informed participation, diversity of thought, full and free exchange of ideas, and active engagement of its members. Consistent attendance at meetings is required in order for Executive members to fully contribute to deliberations and best perform the roles for which they were elected. In agreeing to stand for election, Executive members commit to attend Executive meetings in all but exceptional circumstances.

We acknowledge that there will be occasional times when it is impossible for a member to attend an Executive meeting in person, although arrangements may be made to attend remotely. Given that remote attendance does not allow full participation in the meeting and thus limits the quality of the Executive’s deliberations, such arrangements are to be made only rarely and when absolutely necessary. The President will determine, in each case, whether the request for remote attendance can be accommodated without undue disruption of the meeting, potential violation of confidentiality in proceedings, technological difficulties, or other problems arising from the process.

The BUFA President and Executive Assistant should be given notice of absences and requests for remote attendance by email as soon as possible before the relevant Executive meeting,

**Amended:**

February 27, 2018      Reviewed – no changes