



# ACEA

Australasian Corrections  
Education Association

Create the Opportunity

## ATTENDANCE POLICY

Policy number	006	Version	1.0
Drafted by	Paul Barnes	Approved by Executive on	10 January 2020
Responsible person	Paul Barnes	Scheduled review date	10 January 2021

### INTRODUCTION

Regular attendance at Executive Committee meetings is essential in order to maintain continuity and cohesion in the management and governance of Australasian Corrections Education Association.

### PURPOSE

This Executive Committee Attendance Policy is intended to encourage regular attendance at Australasian Correction Education Association's Executive committee meetings and Advisory Council meetings and to provide procedures to deal with any failures in such attendance.

### POLICY

Executive Committee members and State Representatives are expected to demonstrate their commitment to the organisation by unbroken attendance at Committee on which they sit, except when prevented by unforeseeable events.

### AUTHORISATION

Ron Wilson  
10 January 2020  
President, Australasian Corrections Education Association (Inc.)

# ATTENDANCE PROCEDURES

Procedures number	006	Version	1.0
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## RESPONSIBILITIES

It is the responsibility of the Chair to monitor the attendance of each member and to issue warnings as appropriate.

## PROCEDURES

The Secretary shall notify members of forthcoming meetings no sooner than 2 working days before the set date of the meeting.

Where Executive Committee members and/or State Representatives are prevented from attending any committee meeting, they should notify the Chair of their intended absence.

Where a meeting is to be held either in the form of a teleconference or online, the Chair should notify members accordingly. Participation in these meetings shall be equivalent to attendance at a regular meeting.

## Attendance requirements

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

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

## Process

If an Executive Committee member is in breach of their attendance requirements, then the Chair shall consult them to discuss this matter.

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

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

If the Executive Committee decides that termination is justified, the Executive Committee may suspend that person's membership of the Executive Committee. 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 Executive Committee may remove any person from any Executive Committee sub-committee or Advisory Council for any reason, including (but not limited to) non-attendance.

When any person has been removed from the Executive Committee or from any sub-committee of Advisory Council under this provision, the Executive Committee or committee will promptly initiate a process to recruit a new Executive Committee member. The person whose membership has been terminated shall retain the right to stand again at the next election for the Executive Committee.

## **RELATED DOCUMENTS**

- Constitution

## **AUTHORISATION**

Ron Wilson

10 January 2020

President, Australasian Corrections Education Association (Inc.)