

ALZHEIMER'S ASSOCIATION NATIONAL CAPITAL AREA CHAPTER

Board Member Attendance and Participation Policy

1.	Expectations	Regularly scheduled Board meetings are the primary venue for doing the Chapter's business and for exercising Board Members' fiduciary responsibilities. Our goal is for 100% of members to attend.
2.	Proactive Planning	Board Members should contact the Chair of the Governance Committee if/when they foresee having difficulty attending at least 75% of future Board meetings. This proactive approach will enable the Board to discuss solutions before problems occur.
3	Record Keeping	The Chapter staff will track attendance at Board meetings for the minutes and will share this information with the Governance/ Nominating Committee.
4.	Participation in Teleconference *	Directors may participate in any regular or special meeting by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and such participation shall constitute presence at such meeting.
5.	Resolving Attendance Problems	The Governance Committee will alert the Chairman if it is concerned that a Board member is inactive and not attending meetings. The Chairman is authorized to call members to discuss the reasons for frequent absences and to jointly seek solutions to key barriers.
6.	Recognition	The Committee recognizes that all of the Board members are committed to the Alzheimer's Association. Outstanding participation and attendance will be recognized annually by the board upon the recommendation of the Governance/Nominating Committee.

*Executive Committee recommends that all board members are expected to attend in person and teleconference arrangements are only for board members who are traveling outside the DC Metro area