



POLICY MANUAL

Code: TFB 03002

Policy Procedure Guideline

Title: Board Member Attendance and Participation and Member Removal

Approved By: Trust Fund Board

Approved: March 24, 2003
Resolution # TFB 03/560

Chairperson Signature:

Related Files: Board Member Job Description, Trust Fund - Roles and Responsibilities Policy TFB 96009

Purpose

This policy establishes expectations regarding Board member attendance at meetings and their participation in Board activities and sets out how the Trust Fund Board will address members who do not meet these expectations.

Background

The Board Member Job Description, approved August 4, 1998 indicates that the Board as a whole is responsible for governing the Islands Trust Fund organization and outlines the five key areas within which the Board members share responsibilities (Human Resources/Organizational Development; Planning; Finance; Community Relations; and Operations). It outlines specific expectations within these five key areas. The Job Description indicates that requirements for Board service include, among other things, attendance at regular board meetings (average 6/year) and an expectation of hours of service (1-2 hours meeting preparation; 4 hours meetings; 1-2 hours for Board workgroup ad hoc meetings; and 3-5 hours once/twice per year for workshops, training, events, etc).

The Board's policy on Roles and Responsibilities (TFB 96009) establishes 5 roles the Board is responsible for:

- Promoting public awareness of and involvement in Islands Trust Fund Program
- Facilitating acquisition and management of Islands Trust Fund assets
- Nurturing positive relations with the other entities within the Islands Trust and other agencies.
- Approving operating policies, legislative initiatives and operational requirements, and
- Updating the Islands Trust Fund strategic planning initiatives and monitoring their implementation.

Details

Board Member Attendance

1. Board members are expected to attend all regular Board meetings.
2. Board members are expected to make all reasonable efforts to attend special meetings, workshops, and training sessions scheduled by the Board.
3. If a member cannot attend a meeting he/she will notify the Board Chairperson and Islands Trust Fund Manager at least 72 hours (3 days) in advance of the meeting to indicate their anticipated absence. Consideration will be given to a change in meeting date/time to allow for full Board attendance.
4. If Board members have missed two regularly scheduled meetings in a row the Chairperson and/or Manager will consult with that member to determine if they are able to commit adequate time to their position on the Board or if they wish to resign.
5. Unless a prior agreement has been established by a Board member, if a Board member misses 3 of the regularly scheduled business meetings in any calendar year the Chairperson may request that that member resign from the Board.

Board Member Participation

1. Board members are expected to adequately prepare for all meetings, in particular by reading the Board meeting agendas and reports.
2. Board members are expected to be prepared to discuss and vote on all staff recommendations and other matters at the meeting.
3. Board members are expected to sit on at least one ad hoc or standing committee of the Board and be prepared to assist with the mandate of that committee.
4. Board members are expected to conduct some public outreach to increase awareness of the Islands Trust Fund and to facilitate potential conservation projects.
5. If, in the opinion of the Chairperson, a member is not participating in the above-noted manner, the Chairperson will contact the member and discuss the expectations and the member's situation. The Chairperson and the member will attempt to find a reasonable solution to balance Board expectations and the member's situation.
6. If a Board member can not meet the above-noted expectations to a reasonable degree and no solution can be found, the Chairperson may contact the other members of Board and discuss the option of requesting that the member resign from the Board. If there is agreement among the Board members, the Chairperson may ask the member in question to resign.

Board Member Removal

1. If a Board member is asked and is willing to resign, the Chairperson will immediately notify the Executive Committee and explain the reasons for the request.
2. If the resigning member is a Trust Council-elected member of the Board, the Board Chairperson will request that Trust Council, at its next regular meeting, conduct an election to replace the resigning member.
3. If a Minister-appointed Board member is asked and is willing to resign, the Chairperson will immediately notify the Minister and Executive Committee and explain the reasons for the request. The member will be asked to provide a written resignation to the Minister with a copy provided to the Trust Fund Board.
4. If a Board member is asked but is unwilling to resign, the Board will meet with Executive Committee to discuss options. If deemed appropriate, the Board may request of Trust Council or the Minister responsible for appointments to the Trust Fund Board to have the member removed.