



THE MANAGEMENT AGENCY

AMERICAN FOULBROOD NATIONAL PEST MANAGEMENT PLAN

Policy Document

Policy Number:	AFB/22/0/11 - 038
Policy Title:	AFB PMP Management Board Meeting Attendance Policy
Legislation:	Biosecurity Act 1993 Biosecurity (National American Foulbrood Pest Management Plan) Order 1998
Purpose:	This policy is intended to support full contribution of all Board members in respect to AFB PMP Management Board meeting attendance.
Objective:	The AFB PMP Management Board aims to ensure that Board members are aware of their meeting attendance obligations and to comply with this policy.
Scope:	This policy applies to all members of the AFB PMP Management Board, co-opted or appointed.
Definition of a Board Attendance Problem:	<p>A Board attendance problem occurs if any of the following conditions exist in regard to a Board members attendance to Board Meetings.</p> <ul style="list-style-type: none">• The member has two un-notified absences in a row.• The member has three notified absences in a row.• The member misses one third of the total number of Board meetings in a twelve month period. <p>Note: Un-notified means the member did not call the Chairman or in his absence the manager prior to the meeting to advise and discuss their anticipated absence.</p>
Policy Statement:	If a Board attendance problem exists, the Board Chairman will promptly contact the member to discuss the issue and determine the appropriate resolution. At the Chairman's discretion, the member's position will then be shared with the rest of the Board either prior to or during the next meeting. The Board will consider the circumstance and determine what action is to be taken regarding the Board member's continued membership of the Board. Should the Board elect that termination of the membership is the appropriate action, the following will take place.



- The Board Chairman will notify the terminated member in writing of the Board's decision.
- This written notification will request a letter of resignation from the terminated member to be received within ten working days.
- This written notification will also request the terminated member return his or her Board publications within ten working days.
- The Board will vote to accept the member's resignation letter at the next Board meeting.
- Should the effected member wish to appeal the decision, notification must be received within 14 days from the date of the notice of termination. Such an appeal will be reviewed at the next Board meeting, after due consideration the Board decision will be final.

Effective Date: 20 April 2018

Review Date: 20 April 2021



John Hartnell
Chairman
AFB PMP Management Board

Date