



Manual of Operations

Title: Board Member Attendance	Number: MO-02-02
Source: WGHA Board	
Approved By: WGHA Board	Date Approved: March 2016 Date Last Reviewed: February 2024

WGHA Board members are expected to:

- Attend 75% of Board meetings as specified by the WGHA Board (including Annual General Meeting)
- Attend 75% of meetings of Board committees of which they are members
- Volunteer 8 -10 hours to each of the Fall Challenge Cup and the US Canada Cup
- Volunteer for the Waterloo Cup as required

It is recognized that there are professional or personal factors that may from time to time prevent attendance at meetings. However, the WGHA Board has an expectation that Board members will take attendance responsibilities seriously.

If a Board member misses two (2) consecutive meetings and or attends less than 75% of Board meetings, the President will follow-up with the member. A Leave of Absence may be granted at the discretion of the President. If necessary, the issue will then be taken to the Nominations Committee who will make a recommendation, to the Board, as to whether the Board member may be asked to step down from the Board of Directors.