


<b>Carolinas Society for Healthcare Education and Training (CSHET)</b> 		<b>Policy: Attendance Policy</b>
<b>Originally Prepared by Vivian Jefferson</b>		<b>Approval: Executive Board</b>
<b>Policy Number: 01</b>		<b>Page 1 of 1</b>
<b>Original: 4/03</b>	<b>Reviewed: 4/07, 11/09</b>	<b>Revised:</b>

The Executive Board Meetings:

The Executive Board Meetings are held 3 times each year:

Pre-conference (Wednesday morning before the conference begins)

Summer (September) – includes Strategic Planning

Late Fall (November) – usually held at the site of the upcoming conference

Other meetings are held as needed:

Post-conference – immediately after the end of the conference

February / March – conference call approximately 4 – 6 weeks prior to the conference

Meeting dates will be scheduled as far in advance as possible. The calendar for the next year's meetings will be determined at the Post-Conference Board meeting as much as possible.

Members of the Executive Board are expected to attend all board meetings. When a board member reaches an absence rate of 50%, the President and Immediate Past-President may select an interim replacement to hold the office until the next election of officers.