



**District of Sault Ste. Marie**  
**Social Services Administration Board**

**Attendance Monitoring and Reporting Procedures**

1. The Executive Assistant to the CEO will monitor and document Board members attendance at meetings.
2. This will include attendance at all regularly scheduled Board meetings, Special Board meetings, subcommittee meetings, training, workshops, conferences, and consultations.
3. The Board will pass resolutions authorizing a Board member to attend meetings out of the Board's geographic jurisdiction or this may occur as part of the Annual Budget process.
4. The Board member will be responsible for advising the Board Chair of any meetings they intend on attending as a representative of the Board in advance of such meetings.
5. The Executive Assistant to the CEO will document the meetings attended by the Board members and Board staff.
6. The attendance reports will be submitted by the Executive Assistant to the CEO to the Social Services Finance Department for payment.
7. Board members who receive honoraria may utilize the direct deposit option available.

Approved October 19, 2023