

Introduction

This policy details the process for new applications. Each individual hub is responsible for processing applications for new members.

Expectations:

Members are expected to attend weekly meetings and to be punctual for each meeting.

Responsibilities:

The committee are responsible for monitoring attendance, any issues or concerns regarding attendance should be managed accordingly. Should there be reason for concern or failure to comply with the rules of attendance, the committee will handle such situations as per the disciplinary policy.

Attendance:

Regular, consistent attendance is required. If you are unable to attend, you should send a representative in your absence. 3 missed meetings without representation in any 6-month rolling period (with exception to medical & exceptional circumstance) will result in your membership being terminated and your category released

All members must confirm their attendance for each meeting at least 48 hours prior to the meeting to allow for catering requirements

Absences:

If a member is unable to attend due to holidays or medical appointments, they should arrange for a representative to attend in their absence – this should ideally be a work colleague (someone from the same business) or another business connection.