



Policies & Procedures IV. Member Commitment

ATTENDANCE & PARTICIPATION



Meetings Required: Members must attend Commission & committee meetings

Committee Service: Must serve on at least one committee (standing or ad hoc)

Community Engagement: Actively represent the voices of the community

Volunteer Commitment: Minimum of 50 hours per year (~1 hour per week)

ABSENCE POLICY

- ☐ Notify Chair & AAA Program Manager if unable to attend.
- ☐ Three-month leave of absence may be granted by Executive Committee.
- ☐ Inconsistent attendance may lead to termination.



INCONSISTENT ATTENDANCE FLAGS

- ✓ More than 1 unnotified absence in 6 months.
- ✓ More than 2 notified absences in 6 months.
- ✓ Frequent late arrivals or early departures.

IN-PERSON & REMOTE ATTENDANCE

In-Person Required – Members must attend meetings in person unless exempt.

Exemptions to In-Person Attendance:

- 1. Disability Accommodations** – Submit request to Chair and AAA Program Manager
- 2. Just Cause** – Notify Chair and AAA Program Manager
 - Caregiving needs
 - Contagious illness
 - Travel for official business
 - A need related to a physical or mental disability
- 3. Emergency Circumstances** – Submit request to Chair and AAA Program Manager
 - Physical or family medical emergency
 - Requires majority approval at the meeting

Remote Participation Rules:

- Just Cause or Emergency exemptions allowed 2x per year.
- For Just Cause or Emergency exemptions, make a separate notification or request for each meeting.
- Must use audio & video.
- Must disclose if others (18+) are present in the room.
- Unauthorized remote attendees cannot vote or count toward quorum.

VOLUNTEER TIME LOG

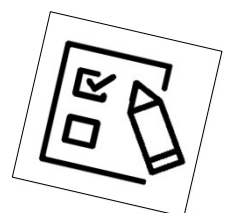
Track hours spent:

- Attending meetings & prep (incl. travel time)
- Engaging with older adults & caregivers
- Sharing resources in the community

Submit Logs:

July 15 (for Jan–June)

Jan 15 (for July–Dec)



For details see Commission Policies and Procedures