

# Board Meeting Attendance Log Form

The **board meeting attendance log form** sample helps track participation efficiently and ensures accurate record-keeping. This template simplifies monitoring member presence and supports transparent corporate governance. Using a well-structured form enhances accountability during board meetings.

**Meeting Date:**

**Meeting Time:**

**Location:**

Member Name	Role/Position	Present	Absent	Remarks/Signature
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

**Prepared by:**  Name of recorder

**Date of Submission:**