

POLICY TYPE: GOVERNANCE PROCESS

4-21 Board Annual Work Plan Policy

To keep on track with its strategic objectives, the Board will prepare and follow an Annual Work Plan, as follows:

Annual Process

The Board is responsible for leading its own strategic governance goals and agenda as well as the agenda for regular Board meetings. As such:

1. Each year at its December meeting, the board will review, discuss and approve its Annual Work Plan for the following year.
2. In May, the Board will briefly revisit the plan to determine if any course corrections are needed.
3. The Annual Work Plan will be recorded such that each Board Member can see at a glance the Board work plan for the year. Specific Board meeting agendas will be prepared in the context of the Annual Work Plan.
4. Committees can submit policy developments or monitoring report items to the agenda by submission to the Chair or to the Chair via the Registrar, CEO. The Chair, with Executive Committee, will carefully consider these items and schedule them according to priority themes, time availability and appropriateness with the governance approach. The Chair will consult with the Registrar, CEO regarding the operational aspects of such items and the time requirements for the preparation of suitable documents and background information for the Board.
5. Director can submit potential policy agenda topics to the Chair or through the Registrar, CEO to the Chair. The Chair will apply the same criteria noted above when determining scheduling of the agenda topic.

Annual Work Plan Contents

The Annual Work Plan will include the following:

1. Ongoing environmental scanning in order to inform the Board's strategic policy direction to COO.
2. Re-exploration of Strategic Outcomes policies as needed and as the environment changes.
3. Continuous improvement of Board performance through Board education and enriched input and deliberation.
4. The Board's regular review of all of its governing policies over a specified number of years outlined in a review schedule.
5. Conducting an Annual Registrar, CEO Performance Appraisal.
6. Reviewing the External Financial Audit Report.
7. Discussing Board succession planning.
8. Attending to consent agenda items as expeditiously as possible throughout the year.