Board Annual Workplan 2019 - 2020 DRAFT

Category	Item	Responsibili ty	April	May	June	July	August	September	October	November	December	January	February	March	As Required
1. Strategic Plan and Organizational Performance															
	1.1. Review strategic plan and refresh	Board			х										
	1.2. Review progress on specific strategic directions	Board			Х			Х			Х			Х	
	1.3. Review organizational performance targets	Board			Х			х			х			Х	
	1.4 . Receive report on operations from ED	Board	х	Х	х		Х	х	Х	Х	х	Х	Х	х	
	1.5. Review succession planning	Board									х				
Strategic Priorities: Quality / Resources	1.6. Review fund development plan and refresh	MC&FD											Х		х
2. Finance and Audit															
	2.1. Ensure preparation of annual budget	Fin				T							Х		
	2.2. Approve annual budget	Board										Х			
	2.3. Determine compensation for the auditor	Fin / Board					х								
	2.4. Approve audited financial statements	Board			Х										
	2.5. Evaluate auditors and recommend to Board for Approval	Fin					х								
	2.6. Recommend to Auditors to membership for approval (i.e. appointment of Auditors at AGM)	Board						х							
	2.7. Review financial statements for recommendation to the Board	Fin	x	х	х	х	х	х	х	х	х	х	х	х	
	2.8. Review summary financial statements	Board		х	х		х	х		Х	х		Х	х	
	2.9. Review quarterly financial statements	Board	Х				Х		Х			Х			
Every three years and as required	2.10. Review financial policies and procedures	Fin													Х
3. Executive Director (ED)															
	3.1. Confirm performance review process for ED	Exec										Χ			
	3.2. Approve performance review process for ED	Board											Х		
	3.3. Receive report on completion of ED performance review	Exec	х												
	3.4. Approval of ED performance review	Board		Х											
Goals related to LHIN indicators, strategic plan/operational plan, personal goals, other	3.5. Establish performance goals for ED	Exec / Board		х	х										

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Category	ltem	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	As Required
4. Board Self Governance															
Relationship to Strategic Plan re timing (e.g. news from MOHLTC re Capital Project; status of key action steps and implications of ctme work plans)	4.1. Review / recommend workplans for committees	Board Cmtes		Х											
Every three years and as required	4.2. Review / Approve terms of reference for committees	Board													х
	4.2. Circulate and Review Intention Forms	Gov			х										
	4.3. Appoint members to Board committees	Gov													х
	4.4. Receive reports from committees	Board	Х	Х	х		Х	х	Х	Х	Х	Х	Х	х	
Every three years and as required	4.5. Review governance policies	Gov													х
	4.6. Approve governance policies	Board													х
	4.7. Set date for AGM	Board		Х											
For approval at AGM	4.8. Review / revise Bylaws	Gov													Х
re "As Required" e.g. Board Members Terms (Three - Three year Terms) June 23 2016 - Approved by Board - Approved by Membership in Sept 23 2017	4.9. Approve bylaws / by law changes for recommendation to members at AGM	Board													х
	4.10. Board Director recruitment and nomination	Gov	Х	Х	х		Х		Х	Х	х	Х	Х	х	Х
New members and members whose terms are completed	4.11. Approve members of Board of Directors, for approval by membership at AGM	Board	Х	Х	х		Х		х	х	х	Х	Х	х	
discussion re frequency and content (currently monthly with quaterly analysis. Need for annual review to be determined)	4.12. Conduct Board evaluation survey	Gov	Х	Х	х		Х	х	Х	х	Х	х	Х	х	
currently quarterly	4.13. Approve bylaws / by law changes for recommendation to members at AGM	Gov	Х				Х		Х			Х			
	4.14. Review Annual Board workplan	Board							Х						
Staff presentations (currently May, August, November, February) / other frequency re Board Retreat / Workshops?	4.15. Board education sessions (schedule and topics should be in annual workplan)	Gov / Board		х			х			х			х		
Linked to ED performance evaluation, Strategic Plan Review,	4.16. Executive Committee meetings	Exec		Х			х		Х			х			Х

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5. Community Relations and Engagement															
	5.1. Indentify / Review relationship with key stakeholders	MC&FD		х											х
Relationship between position statements and advocacy / education - see Section D Governance Policies	5.2. Review position statements and refresh	Board													х

Responsibility Legend								
Board	Board							
Executive Committee	Exec							
Finance Committee	Fin							
Governance	Gov							
Marketing & Communications	MC&FD							