

Board Annual Workplan 2019 - 2020 DRAFT

Category	Item	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		X											
Every three years and as required	4.2. Review / Approve terms of reference for committees	Board													X
	4.2. Circulate and Review Intention Forms	Gov			X										
	4.3. Appoint members to Board committees	Gov													X
	4.4. Receive reports from committees	Board	X	X	X		X	X	X	X	X	X	X	X	
Every three years and as required	4.5. Review governance policies	Gov													X
	4.6. Approve governance policies	Board													X
	4.7. Set date for AGM	Board		X											
For approval at AGM	4.8. Review / revise Bylaws	Gov													X
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													X
	4.10. Board Director recruitment and nomination	Gov	X	X	X		X	X	X	X	X	X	X	X	X
New members and members whose terms are completed	4.11. Approve members of Board of Directors, for approval by membership at AGM	Board	X	X	X		X	X	X	X	X	X	X	X	
discussion re frequency and content (currently monthly with quaterly analysis. Need for annual review to be determined)	4.12. Conduct Board evaluation survey	Gov	X	X	X		X	X	X	X	X	X	X	X	
currently quarterly	4.13. Approve bylaws / by law changes for recommendation to members at AGM	Gov	X				X	X				X			
	4.14. Review Annual Board workplan	Board						X							
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		X			X		X				X		
Linked to ED performance evaluation, Strategic Plan Review,	4.16. Executive Committee meetings	Exec		X			X	X				X			X

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

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