

Policy Title: Annual Planning Cycle

Policy Approver: Board of Governors
Policy Holder: Board of Governors
Category: Board Policy
Original Date: November 2003
Last Revised: December 2015
Next Review: September 2020

Policy Statement

- 1) The Board shall maintain control of its own agenda by developing each year no later than September 30th, an annual schedule which includes, but is not limited to:
 - a) Review of the Annual Action Plan in a timely fashion that allows the President to build an administrative budget based on accomplishing a one-year segment of the most recent Strategic Plan.
 - b) Consultations with selected groups of stakeholders, or other methods of gaining stakeholders' input, prior to the above review.
 - c) Professional development related to governance and/or strategic direction (for example, presentations relating to the external environment, demographic information, exploration of future perspectives which may have implications, presentations by advocacy groups, and staff).
 - d) Monitoring of the Board's own compliance with its policies, and for review of the policies themselves, as per Policy BOG-02 Board Member Responsibilities.
 - e) Scheduled time for monitoring compliance as per Policy #7: Monitoring the President's Performance.

- 2) The detailed agenda shall be prepared jointly by the Board Chair and the President. Proposed agenda items shall be carefully screened to ensure that they relate to the Board's responsibilities as per Policy #1: Board responsibilities. Consideration to agenda items will include clarification of governance vs. operations and the appropriate leadership roles.

Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 11th day of December, 2015.

Chair, Board of Governors

Date

Scope and Limitations of President

Not applicable.

Information and Monitoring Requirements

- The President to provide a mid-term and final report on the progress of the annual outcomes as laid out in the Annual Action Plan.
- On an annual basis, individual board members will provide a self-evaluation.
- On an annual basis, an evaluation of the Board's performance will be conducted.