

POLICY TITLE: ANNUAL PLANNING CYCLE

Effective Date:

Revised: November 8, 2003

March 21, 2009

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) Considered 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) Scheduled time for education related to the 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) Scheduled time for monitoring of the Board's own compliance with its policies, and for review of the policies themselves.
 - e) Scheduled time for monitoring compliance by the President as directed by the Board in the Strategic Plan and Annual Action Plan and for review of the plans themselves. A mid-term progress report and a final report will be presented to the Board prior to the annual planning meeting. The results of the progress reports will be considered when monitoring the President's performance.
 - f) Scheduled time for education about the process of governance.

- 2) Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. The detailed agenda shall be prepared jointly by the Board Chair and the President. Potential agenda items shall be carefully screened to ensure that they relate to the Board's job description, rather than simply reviewing staff activities. Screening questions shall include:
 - a) Clarification as to whether the issue clearly belongs to the Board or the President.
 - b) Review of what the Board has already said in this category, and how the current issue is related.

Scope and Limitations of President

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 bases, individual board members will provide a self-evaluation
- On an annual bases, an evaluation of the Board's performance will be conducted