

**Policy Title: Annual Planning Cycle**

Policy Approver: Board of Governors  
Policy Holder: Board of Governors  
Category: Board Policy  
Original Date: November 2003  
Last Revised: March 2021  
Next Review: September 2024

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**Policy Statement**

- 1) The Board shall maintain control of its own agenda by developing each year no later than September 30<sup>th</sup>, 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 BOG 02.0 Board Member Responsibilities.
  - e) Scheduled time for monitoring compliance as per BOG 07.0 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 BOG 01.0 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 19<sup>th</sup> day of March 2021.



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Chair, Board of Governors

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March 19, 2021

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.