

## **Annual Board of Directors Task List**

### **April**

- First day of the new fiscal Year
  - Call for nominations for board member candidates 60 days prior to AGM
  - Board Standing Committee Evaluations are distributed
  - Budget is presented
  - Operating Plan is received and signed by the board
  - Consider Staff Program Presentation
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### **May**

- Receive Standing Committee Evaluations results and recommendations
  - Board Evaluation is generated and distributed to members
  - Individual Board Member Self evaluations
  - Receive list of possible board candidates and copies of applications 30 days prior to AGM
  - Receive Staff engagement report
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### **June**

- AGM – Early June Finance Committee & Chair Meet with Auditor to get results of audit - Accountant presents the Audit, Chair presents report, New members are elected
  - General Meeting is held immediately after the AGM and new officers are selected
  - Receive and review Board Evaluation results
  - Nominating Committee to recommend members to fill vacant officer positions for 3 year terms and having surveyed members with expiring board membership come with recommendations to renew terms of members and bring forth recommended board member applications for consideration.
  - Motions document should be uploaded at the end of AGM
  - Review policies & By-Laws (required by legislation annually) and indicate in the minutes that policies have been reviewed
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### **July**

- No regularly scheduled board meeting
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### **August**

- No regularly scheduled board meeting
  - Orientation of new board members- standard welcome letter is sent out to new board members with a request for police check
  - Distribution of Board Meeting Calendar
  - Nominating Committee to review the current Board of Directors Committee Membership document and survey members to see if willing to stand another term if their terms are expired and list recommended members for all committees.
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### **September**

- First General Board Meeting of the new Board Year-
- Formation of Standing Committees
- Receive police checks from and Welcome New Members
- Ensure Recurring Meeting Time is Acceptable to Members
- Complete Board Member Contact information Document and all members to sign Board Member Annual Agreement form

- Review all policies from last board year and make sure signed and included in the board manual
- Create a Board Education Calendar considering the results of the Board Evaluation the previous June
- Nominating committee to annually recommend to the board for approval the directors to serve on each board committee, name a chair for each board committee and directors to fill vacancies on committee as needed.
- Each standing committee shall review Terms of Reference each year

**October**

- Update Board of Directors Status Document and Committee Membership Document
- Review Progress on QIP standards

**November**

- Review QIP Standards and assign task to Committee

**December**

- No regularly scheduled board meeting
- Sault College Lease Expires December 31, 2020

**January**

- Chair Evaluation by Board
- Consideration of Strategic Planning, Retreat or Training
- Initiate nomination prep work by reviewing matrix to identify board membership needs

**February**

- Finance Committee reviews the budget (provided by the Admin Lead by Feb 1) - makes recommendations for long term acquisitions as affordable
- Board Chair Evaluation report to board by Chair
- Annual Report on Legislative review by Leadership

**March**

- Call for New Member Candidates by Nomination Committee and supply them with application forms
- QIP is presented to the board
- Finance Committee reports Revenue, Expenses, Cash Flow, Investment details, GIC, chequing accounts and Credit card review
- Renew Insurance Policies - q3 years - Last done in 2017
- Renew Clinic Insurance Policies (Expires in March 2019)

Please add the Expiration dates for Accuro (when available)