

Task List Emailed from Board Chair, Wendy Payne, on May 7, 2018

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

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

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

July

- No regularly scheduled board meeting

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

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
- Receive Leadership Assurance of Compliance with Statutes
- 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.

October

- Members to receive 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

January

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

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

Please add the Expiration dates for Lease with Soo College, Insurance, Accuro