

# Board Annual Work Plan 2019

Item	Responsibility	April	May	June	July	August	September	October	November	December	January	February	March	AsRequired
<b>1.0 Strategic Plan and Organizational Performance</b>														
1.1 Review strategic / operational plan. Refresh as need	Board											X		
1.2 Review progress on specific strategic directions	Board											X		
1.3 Review organizational performance targets	Board											X		
1.4 Review quality improvement plan	Board		X											
<b>2.0 Finance, Audit and Fundraising</b>														
2.1 Ensure preparation of annual budget	Fin		X											
2.2 Approve annual budget	Board			X										
2.3 Determine compensation for the auditor	Fin			X										
2.4 Approve audited financial statements	Board			X										
2.5 Evaluate auditors and recommend to members on appointment of auditors	Fin			X										
2.6 Review quarterly financial statements	Fin		X			X		Z			X			
2.7 Review financial policies and procedures	Fin					X								
2.8 Review fund raising/development plan and refresh	Fund			X			X	X						X
2.9 confirm Insurance renewals	Fin			X										
<b>3.0 Executive Director (ED)</b>														
3.1 Receive report on operations from ED	Board	X	X	X			X	X	X	X	X	X	X	
3.2 Approve performance appraisal process for ED	Board										X	X		
3.3 Establish performance goals for ED	Board												X	
3.4 Receive report on completion of ED performance	Board	X	X											
3.5 Review succession planning	Board													X
<b>4.0 Board Affairs</b>														
4.1 Approve terms of reference and workplans for committees	Board													X
4.2 Appoint chairs and members to Board committees	Board													X
4.3 Receive reports from committees	Board	X	X			X								X
4.4 Review governance policies	Board			X		X								X
4.5 Approve governance policies	Board					X								
4.6 Set date for AGM	Board	X												
4.7 Review bylaw changes	Board			X										X
4.8 Approve bylaw changes to recommend to members	Board			X										
4.9 Director recruitment and nomination	Nom													X
4.95 Board Skills Matrix Review	Nom								X					
4.10 Appoint Board Officers (at Board meeting immediately following AGM)	Board					X								
4.11 Conduct Board evaluation survey	Board	X	X			X								

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4.12 Review Board evaluation survey results	Board							X						
4.13 Prepare and approve annual Board workplan	Board							X						
4.14 Board education sessions	Board	X	X			X	X							X
4.16 Review Risk Management Strategy (Min annually)	Board						X							X
4.17 Review Critical Incident reports and Serious incident Reports (annually)	Board								X					X
4.18 Review Confidentiality Pledges	Board								X					
4.19 Vulnerable Sector Checks	Board								X					
4.20 Review compliance with legislation	Board	X	X											X
<b>5.0 Community Relations and Engagement</b>														
5.1 Review relationship with key stakeholders	Board	X	X	X			X	X	X	X	X	X		
5.2	Board													
5.3 Review Complaints	Board		X	X										X

Responsibility Legend	
Board	Board
Executive Committee	Exec
Finance Committee	Fin
Nominations Committee	Nom
Sub---committee	Sub

Colour Legend	
Completed by target	Green
In progress, but not completed by target	Yellow
Not in progress, and not completed by target	Red

Adapted from: Ontario Hospital Association: Governance Centre of Excellence. *Guide to Good Governance – Second Edition*. Toronto: Ontario Hospital Association, 2011.

