



Board of Directors Work Plan 2018-2019

(GP2-App2A)

April Board Meeting – In Person #1 (immediately following the AGM)

- Take Oath of Office,
- Sign Confidentiality Agreement, Social Media Policy, Code of Conduct
- Exchange contact information
- Receive pre-orientation materials
- Confirm May and June meeting dates
- Introduce Mentoring connections

May Board Meeting - Virtual

- Accomplish pre-orientation activities
- Consider Education Environment Scan
- Confirm in-person meeting dates for the term
- Review 3rd Quarter Financial Statements
- Select signing authority and signatories
- Select board committees and appoint committee members
- Review March School Council Engagement Task Force (SCETF) Results

June Board Meeting – In Person #2

Orientation and Business Meeting

Day 1 – Orientation

Day 2 – Business Meeting

- Consider Education Environment Scan
- Review Executive Director Report
- Consider Committee Reports and Recommendations
- Review collated Director's Reports
- Review and discuss Board's growth goals and areas of focus as identified in self-evaluation
- Review and endorse board committee terms of reference
- Review preliminary Conference feedback

June – Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Review and endorse ASCA Grant Application to Alberta Ed

July – Virtual

- Consider Committee Reports and Recommendations

August - Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Appoint External Advisory Committee Reps
- Review comprehensive Conference and AGM Feedback
- Review ASCA Member Survey Results

September – In Person #3

Results Planning and Business Meeting

Day 1 – Regular business meeting

- Review and endorse Audited Financial Statements
- Contribute to Alberta Education Business Planning



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- Consider Education Environment Scan
- Review Executive Director Report
- Consider Committee Reports and Recommendations
- Review collated Director's Reports
- Review progress report on Board's Self-Evaluation Goals

Day 2 – Strategic Results/Path Planning

September – Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations

October – Virtual

- Consider Education Environment Scan
- Review 1st Quarter Financial Statements
- Consider Committee Reports and Recommendations
- Review progress on ASCA Strategic Results/Path goals
- Review and endorse ASCA Annual Results Report to Alberta Ed

November – In Person #4

Business Meeting

- Host Education Minister, Alberta Education Delegate or Stakeholder
- Obtain Professional Development: Services Deliveries
- Review progress on ASCA Strategic Results/Path goals
- Consider Education Environment Scan
- Review Executive Director Report
- Consider Committee Reports and Recommendations
- Review collated Director's Reports
- Review progress report on Board's Self-Evaluation Goals
- Review and endorse Board Self-Evaluation and Executive Director Performance Review processes

November - Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Receive Conference Planning Update
- Review School Council Engagement Task Force (SCETF) Q1 Results

December - Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Review progress on ASCA Strategic Results/Path goals
- Review School Council Engagement Task Force (SCETF) Q2 Results
- Review and discuss Board sponsored Governance and/or Advocacy Resolutions

January – In Person #5

Business Meeting

- Host guest related to Stewardship role of the Board: Risk Management
- Review progress on ASCA Strategic Results/Path goals
- Review preliminary budget for the upcoming year
- Appoint Auditor
- Consider Education Environment Scan



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- Review Executive Director Report
- Consider Committee Reports and Recommendations
- Review collated Director's Reports
- Review progress report on Board's Self-Evaluation Goals
- Assess Board succession planning; declaration of candidate intentions
- Conference Update and AGM Assignments
- Confirm Board sponsored Governance and/or Advocacy Resolutions

January – Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Review progress on Board's Self-Evaluation report goals
- Review School Council Engagement Task Force (SCETF) Q3 Results
- Select Charity of Choice

February – Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Review 2nd Quarter Financial Statements
- Review School Council Engagement Task Force (SCETF) Q4 Results

March – In Person #6

Board Self-Evaluation and ED Performance Review, and Business Meeting

Day 1 – Board Self-Evaluation and Executive Director Performance Review

Day 2 – Regular business meeting

- Review and endorse budget for 2019-2020
- Consider Education Environment Scan
- Review Executive Director Report
- Consider Committee Reports and Recommendations
- Review collated Director's Reports
- Review progress report on Board's Self-Evaluation Goals
- Review results of Advocacy Resolutions pre-vote
- Receive Conference update and review Director responsibilities
- Conduct AGM Rehearsal

March – Virtual

- Consider Education Environment Scan
- Consider Committee Reports and Recommendations
- Review School Council Engagement Task Force (SCETF) Q5 Results
- Review and approve 2019-2020 Work Plan

April – In Person, pre-conference #7

ED Compensation and Conference/AGM Preparation

- Review 3rd Quarter Financial Statements
- Determine Executive Director compensation and contract
- Receive final Conference and AGM details