

2019 – 2020 ASCA Board of Directors Annual Work Plan

Highlight

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">April</p>	<p>Board Meeting – In Person (<i>immediately following the AGM</i>)</p> <ul style="list-style-type: none"> ➤ Oath of office given and received, ➤ Confidentiality Agreement, Social Media Policy, Code of Conduct signed ➤ Contact information exchanged ➤ Introduction to pre-orientation materials ➤ Notification of upcoming meeting dates ➤ Mentoring connections 	<p>New Board, post-election</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">May</p>	<p>Orientation and Professional Development – In Person</p> <ul style="list-style-type: none"> ➤ New Board Members: Orientation ➤ Returning Board Members: Reflection for Improvement ➤ Full Board Professional Development: Finding the Why <p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Board Committees confirmed; members appointed ➤ E-Scan ➤ 3rd Quarter Financial Statements ➤ Signing authority ➤ SCETF Results ➤ In-Person meeting dates confirmed 	<p>Orientation Professional Development</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">June</p>	<p>Board Meeting – In Person</p> <p>Professional Development and Business Meeting</p> <ul style="list-style-type: none"> ➤ Professional Development: Communication and Relationships ➤ Committee Reports <ul style="list-style-type: none"> ❖ Board Committee Terms of Reference ➤ E-Scan ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Executive Director Report ➤ ASCA Grant Application to Alberta Ed ➤ Preliminary Conference feedback ➤ Director’s Reports ➤ July, Aug., Sept. virtual meeting dates confirmed 	<p>Professional Development</p> <p>Committees</p> <p>Grant Application</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">July</p>	<p>Board Meeting – Virtual (Placeholder – will cancel if not required)</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan ➤ SCETF Results 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">August</p>	<p>Board Meeting – Virtual (Placeholder – will cancel if not required)</p> <ul style="list-style-type: none"> ➤ Committee Reports <ul style="list-style-type: none"> ❖ School Council Engagement Task Force Questions ➤ E-Scan ➤ Conference and AGM Feedback ➤ ASCA Member Survey Results ➤ External Advisory Committee Representation 	

September	<p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan <p>Board Meeting – In Person</p> <p>Vision Path Planning and Business Meeting</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan ➤ Audited Financial Statements ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Executive Director Report ➤ Vision Path Destinations ➤ Director’s Reports ➤ Virtual Meeting dates to March 2020 confirmed 	<p>Vison Path Planning</p> <p>Audited Financials</p>
October	<p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan ➤ 1st Quarter Financial Statements ➤ ASCA Annual Results Report to Alberta Ed 	<p>Report to Alberta Education</p>
November	<p>Board Meeting – In Person</p> <p>Professional Development and Business Meeting</p> <ul style="list-style-type: none"> ➤ Host Education Minister, Alberta Education Delegate or Stakeholder ➤ Professional Development: Services Deliveries ➤ Committee Reports ➤ E-Scan ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Executive Director Report ➤ Board Self-Evaluation and Executive Director Performance Review processes ➤ Vision Path Destinations Progress ➤ Director’s Reports <p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports <ul style="list-style-type: none"> ❖ Board sponsored Governance and/or Advocacy Resolutions ➤ E- Scan ➤ Conference Planning Update ➤ SCETF Results 	<p>Special Guest</p> <p>Professional Development</p>
December	<p>Board Meeting – Virtual (Placeholder – will cancel if not required)</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan 	

<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; text-align: center;">January</p>	<p>Board Meeting - In Person Professional Development and Business Meeting</p> <ul style="list-style-type: none"> ➤ Professional Development: Stewardship role of the Board ➤ Committee Reports <ul style="list-style-type: none"> ❖ Board sponsored Governance and/or Advocacy Resolutions confirmed ➤ E-Scan ➤ Auditor appointed ➤ Preliminary budget ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Executive Director Report <ul style="list-style-type: none"> ❖ Interim Results Report to Alberta Ed ➤ Vision Path Destinations progress ➤ Board succession planning; declaration of candidate intentions ➤ Conference Update ➤ Director’s Reports <p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Charity of Choice Selection ➤ SCETF Results 	<p>Professional Development</p> <p>Financial Planning</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; text-align: center;">Feb</p>	<p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports ➤ E-Scan ➤ 2nd Quarter Financial Statements ➤ AGM Assignments ➤ SCETF Results 	
<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; text-align: center;">March</p>	<p>Board Meeting – In Person ED Performance Review, Board Self-Evaluation and Business Meeting</p> <ul style="list-style-type: none"> ➤ Executive Director Performance Review ➤ Board Self-Evaluation ➤ Committee Reports <ul style="list-style-type: none"> ❖ ASCA Award Recipients selection ➤ E-Scan ➤ Budget 2020-2021 ➤ Board’s Self-Evaluation growth goals/areas of focus progress ➤ Executive Director Report ➤ AGM Rehearsal ➤ Director’s Reports <p>Board Meeting – Virtual</p> <ul style="list-style-type: none"> ➤ Committee Reports <ul style="list-style-type: none"> ❖ Advocacy Resolutions Pre-Vote Results ➤ E-Scan ➤ 2020-2021 Work Plan review/approve ➤ Conference Update/Director’s Responsibilities ➤ SCETF Results 	<p>ED Performance Review</p> <p>Board Self-Evaluation</p> <p>Award Recipient selections/approval</p> <p>Resolutions Pre-Vote Results</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg); font-size: 2em; font-weight: bold; text-align: center;">April</p>	<p>Board Meeting – In Person, pre-conference</p> <ul style="list-style-type: none"> ➤ 3rd Quarter Financial Statements ➤ Executive Director – compensation and contract discussed and decided ➤ Final Conference and AGM update/review 	<p>ED Compensation, Conference/AGM Preparation</p>