



Board of Directors Work Plan 2021-2022

(GP2-App2A)

all meetings will be virtual unless otherwise noted

April Board Meeting (immediately following the AGM)

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

May Orientation and Professional Development

- Governance Orientation and Professional Development
- Initial examination of Vision Path
- Team Building

May Board Meeting – Weekday Evening

- Professional Development: Reading Financial Statements
- Review Financial Reports
- Confirm board committees and appoint committee members
- Consider Education Environment Scan
- Select signing authority and signatories
- Review current Board of Directors Work Plan
- Confirm Weekend Meeting dates: September, November, January, March

June Board Meeting – Weekend

Professional Development and Business Meeting

- Professional Development: DISC Profiling
- Host Education Minister, Deputy Minister, or Assistant Deputy Minister
- Consider Committee Reports and Recommendations
 - ❖ Review and endorse Board Committee Terms of Reference
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review progress on Board's Self-Evaluation growth goals/areas of focus
- Review Executive Director Report
- Review and endorse ASCA Grant Application to Alberta Ed
- Review preliminary Conference feedback
- Review collated Director's Reports and Vision Path Progress
- Confirm Weekday Evening Meeting date for August, if needed

August – Weekday Evening (Placeholder – will cancel if not required)

- Consider Committee Reports and Recommendations
 - ❖ Determine School Council Engagement Task Force Questions
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review comprehensive Conference and AGM Feedback
- Review ASCA School Council Satisfaction Survey Results
- Appoint External Advisory Committee Reps
- Consider Weekday Evening Meeting dates: October, December, February



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September – Weekend

Vision Path Planning and Business Meeting

- Consider Committee Reports and Recommendations
 - ❖ Review draft plans for live Member Engagement
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review and endorse Audited Financial Statements
- Review and Revise or Reaffirm Vision Path Destinations
- Review progress on Board's Self-Evaluation growth goals/areas of focus
- Review Executive Director Report
- Review collated Director's Reports
- Consider Weekday Evening Meeting dates: October, December, February

October – Weekday Evening

- Consider Committee Reports and Recommendations
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review and endorse ASCA Annual Results Report to Alberta Ed
- Approve Final Draft of Vision Path

November – Weekend

Member Engagement and Business Meeting

- Host live Member Engagement
- Host Education Minister, Alberta Education Delegate or Stakeholder
- Consider Committee Reports and Recommendations
 - ❖ Review and discuss Board sponsored Governance, Administrative or Advocacy Resolutions
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review progress report on Board's Self-Evaluation growth goals/areas of focus
- Review Executive Director Report
- Receive Conference Planning Update
- Review and endorse Board Self-Evaluation and Executive Director Performance Review processes
- Review Staff Actions supporting Vision Path Destinations
- Review progress on Vision Path Destinations
- Review collated Director's Reports
- Review School Council Engagement Task Force (SCETF) Q1 Results
- Discuss Staff Recognition

December – Weekday Evening (Placeholder – will cancel if not required)

- Consider Committee Reports and Recommendations
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities



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January – Weekend

Professional Development and Business Meeting

- Professional Development: Overview of ASCA Services for school councils
- Consider Committee Reports and Recommendations
 - ❖ Confirm Board sponsored Governance and/or Advocacy Resolutions
- Review Financial Reports
- Review preliminary budget for the upcoming year
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Appoint Auditor
- Assess Board succession planning; declaration of candidate intentions
- Review progress report on Board's Self-Evaluation growth goals/areas of focus
- Review Executive Director Report
 - ❖ Review and endorse Draft ASCA Interim Results Report to Alberta Ed
- Receive Conference Update
- Select Charity of Choice
- Review progress on Vision Path Destinations
- Review collated Director's Reports
- Review School Council Engagement Task Force (SCETF) Q2 Results
- Set AGM/Conference Rehearsal date(s)

February – Weekday Evening

- Consider Committee Reports and Recommendations
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Consider AGM Assignments
- Review School Council Engagement Task Force (SCETF) Q3 Results

March – Weekend

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

- Executive Director Performance Review
- Board Self-Evaluation
- Consider Committee Reports and Recommendations
 - ❖ Select ASCA Award Recipients
 - ❖ Review results of Advocacy Resolutions pre-vote
- Review Financial Reports
- Review and endorse budget for upcoming year
- Consider Education Environment Scan
- Consider Mentorship/POD Activities
- Review and approve upcoming year Board of Directors Work Plan
- Review progress report on Board's Self-Evaluation growth goals/areas of focus
- Review Executive Director Report
- Receive Conference update and review Director responsibilities
- Review collated Director's Reports

April – Weekend, Pre-Conference

ED Compensation and Conference/AGM Preparation

- Review Financial Reports
- Consider Mentorship/POD Activities
- Review Executive Director compensation and contract
- Receive final Conference and AGM details