Board of Directors Work Plan 2022-2023
(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
    - Review the need for the Nominations Committee and/or assign related tasks
- Consider Education Environment Scan
- Appoint signing authority and signatories
- Review current Board of Directors Work Plan
- Consider Mentorship/POD Activities for June Meeting
- 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
    - ❖ Determine School Council Engagement Task Force questions and schedule for following year.
- Review Financial Reports
- Confirm Society Annual Return is filed and accepted
- Consider Education Environment Scan
- Review progress on Board's Self-Evaluation growth goals/areas of focus
- Review progress on Executive Director's growth goals/areas of focus
- Review Executive Director Report
- 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 for September Meeting
- Review comprehensive Conference and AGM Feedback
- Review ASCA School Council Satisfaction Survey Results
- Appoint External Advisory Committee Reps
- Confirm Member Engagement Opportunity viability
- Determine School Council Engagement Task Force questions for the year
- 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 for October Meeting
- ➢ Review and endorse Audited Financial Statements
- ➢ Confirm CRA Charity Return filed
- ➢ Review and Revise or Reaffirm Vision Path Destinations
- ➢ Review progress on Board's Self-Evaluation growth goals/areas of focus
- ➢ Review progress on Executive Director's 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 for November Meeting
- ➢ Approve Final Draft of Vision Path

November – Weekend

Member Engagement and Business Meeting

- ➢ Host Member Engagement Opportunity
- ➢ 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 for January Meeting
- ➢ Review progress report on Board's Self-Evaluation growth goals/areas of focus
- ➢ Review progress on Executive Director's 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
➢ Confirm CRA Charity Review accepted
➢ Review preliminary budget for the upcoming year
➢ Consider Education Environment Scan
➢ Consider Mentorship/POD Activities for February Meeting
➢ Appoint Auditor
➢ Assess Board succession planning; declaration of candidate intentions
➢ Review progress report on Board's Self-Evaluation growth goals/areas of focus
➢ Review progress on Executive Director's growth goals/areas of focus
➢ Review Executive Director Report
➢ 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 for March Meeting
➢ 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 for April Meeting and AGM
➢ Review and approve upcoming year Board of Directors Work Plan
➢ Review progress report on Board's Self-Evaluation growth goals/areas of focus
➢ Review progress on Executive Director's growth goals/areas of focus
➢ Review Executive Director Report
➢ Receive Conference update and review Director responsibilities
➢ Review collated Director's Reports

April – Friday morning, Pre-Conference

ED Compensation and Conference/AGM Preparation

➢ Review Financial Reports
➢ Consider Mentorship/POD Activities for May Orientation and Board Meeting
➢ Review Executive Director compensation and contract
➢ Receive final Conference and AGM details