



Board of Directors Work Plan 2023-2024

(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 - Weekend

- Governance Orientation and Professional Development
- Initial examination of Vision Path
- Review Board of Directors Work Plan
- Team Building

May Board Meeting – Weekday Evening

- Professional Development: Reading Financial Statements
- Confirm Board committees and appoint committee members
 - Review the need/capacity for each Committee and/or assign related tasks
- Appoint signing authority and signatories
- 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.
 - ❖ Approve fund development / fundraising initiatives
- Review Financial Reports
- Confirm Society Annual Return is filed and accepted
- Consider Education Environment Scan
- Review Executive Director Report; review FRA Insurance Program progress; review LunchBox co-marketing progress
- 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 and endorse Audited Financial Statements
- Consider Mentorship/POD Activities for September Meeting
- Review ASCA School Council Satisfaction Survey Results
- Appoint External Advisory Committee Reps



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September – Weekend

Vision Path Planning and Business Meeting

- Consider Committee Reports and Recommendations
 - ❖ Review draft plans for live Member Engagement
 - ❖ Approve fund development / fundraising initiatives
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities for November Meeting
- Confirm CRA Charity Return filed
- Review and Revise or Reaffirm Vision Path Destinations
- Review comprehensive Conference and AGM Feedback
- Review Executive Director Report; review FRA Insurance Program progress; review LunchBox co-marketing progress
- Review collated Director's Reports

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 Executive Director Report; review FRA Insurance Program progress; review LunchBox co-marketing progress
- Receive Conference/AGM Planning Update
- Review and endorse Board Self-Evaluation and Executive Director Performance Review processes
- Review progress on Vision Path Destinations
- Review collated Director's Reports
- Review School Council Engagement Task Force (SCETF) Q1 Results
- Discuss Staff Recognition

January – Weekend

Professional Development and Business Meeting

- Professional Development:
- Consider Committee Reports and Recommendations
 - ❖ Confirm Board sponsored Governance, Administrative, and/or Advocacy Resolutions
 - ❖ Approve fund development / fundraising initiatives
- Review Financial Reports
- Confirm CRA Charity Review accepted
- Review preliminary budget for the upcoming year
- Consider Education Environment Scan
- Consider Mentorship/POD Activities for March Meeting
- Appoint Auditor
- Assess Board succession planning; declaration of candidate intentions
- Review Executive Director Report; review FRA Insurance Program progress; review LunchBox co-marketing progress



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- 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
- Consider AGM Assignments

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 Financial Reports
- Review and adopt 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 Executive Director Report; review FRA Insurance Program progress; review LunchBox co-marketing progress
- Receive Conference update and review Director responsibilities
- Review collated Director's Reports
- Review School Council Engagement Task Force (SCETF) Q3 Results

April – Friday morning, Pre-Conference *IN PERSON*

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