



# Board of Directors Work Plan 2024-2025

(GP2-App2A)

**\*all meetings will be virtual unless otherwise noted\***

## **April Board Meeting** (immediately following the AGM) **\*HYBRID\***

- 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
- Vision Path Introduction – Prep for June Focus on Strategic Outcomes
- Review Board Growth Goals
- 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
- Review the use of Mentorship/PODs – assign lead if required
- Confirm Weekend Meeting dates: September, November, January, March

## **June Board Meeting – Weekend**

### **Vision Path Focus Planning and Business Meeting**

- Host Education Minister, Deputy Minister, or Assistant Deputy Minister
- Expanded Governance Orientation
- Consider Committee Reports and Recommendations
  - ❖ Review and endorse Board Committee Terms of Reference
  - ❖ Determine School Council Engagement Task Force Structure 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 Conference/AGM feedback
- Review Vision Path Destinations – Determine Focus of Actions and Outcomes
- 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
- 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
  - ❖ Review fund development / fundraising initiatives
- Review Financial Reports
- Consider Education Environment Scan
- Consider Mentorship/POD Activities for November Meeting
- Confirm CRA Charity Return filed
- Review progress on Vision Path Actions
- Review Executive Director Report

## 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;
- Receive Conference/AGM Planning Update
- Review and endorse Board Self-Evaluation and Executive Director Performance Review processes
- Review progress on Vision Path Actions
- Review School Council Engagement Task Force (SCETF) Q1 Results

## January – Weekend

### **Professional Development and Business Meeting**

- Professional Development:
- Consider Committee Reports and Recommendations
  - ❖ Confirm Board sponsored Governance, Administrative, 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 March Meeting
- Appoint Auditor
- Assess Board succession planning; declaration of candidate intentions
- Review Executive Director Report;
- Receive Conference Update & Select Charity of Choice
- Review progress on Vision Path Actions
- Review School Council Engagement Task Force (SCETF) Q2 Results
- Consider AGM Assignments



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## **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;
- Receive Conference update and review Director responsibilities
- Review progress on Vision Path Actions
- Review School Council Engagement Task Force (SCETF) Q3 Results

## **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