

BOARD MANUAL

SUBJECT: Board and Committee Annual Work Plans	NO.: 2-D-04
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: December 3, 2025

Policy

Each committee Chair and the Board Chair, together with the staff that support the committee/Board, shall develop the committee's or Board's annual work plan. The Board Chair and President & CEO (CEO) shall work to ensure the committee work plans and Board work plan are consistent. The work plans shall guide the work of the Board/committee and the development of meeting agendas.

The work plans shall incorporate activities consistent with:

- the roles and responsibilities of the Board/committees, as defined in the terms of references;
- the current strategic priorities and objectives of the Hospital;
- the annual objectives, if any, developed by the committees; and
- the Hospital's planning process.

Process

1. Board/committee work plans shall be developed and reviewed by the Board/committee at the Board/committee's first meeting in the fall.
2. Throughout the year, Board/committee work plans shall be reviewed by the committee Chair/Board Chair and the staff to ensure the expectations of terms of reference are addressed.
3. The current Board/committee work plans shall be provided in each Board/committee package.
4. Board/committee work plans shall be kept current by the staff.
5. Changes to committee work plans that affect the Board work plan shall be sent to the Board Chair and CEO for review. If necessary, the amendments to the committee work plan shall be reviewed and approved by the Board.

DEVELOPED: November 24, 2010		
REVISED/REVIEWED:		
April 23, 2014	November 30, 2016	November 27, 2019
September 28, 2022	Click or tap to enter a date.	Click or tap to enter a date.
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