BOARD MANUAL

SUBJECT: Board and Committee Annual Work Plans	NO.: 2-D-04
SECTION: Board Process	
APPROVED BY: Board of Directors	DATE: September 28, 2022

Policy

Each committee Chair and the Board Chair, together with the designated hospital executive support, will develop the committee's or Board's annual work plan. The Board Chair and CEO will work to ensure the committee work plans and Board work plan are aligned. The work plans will guide the work of the Board/committee and the development of meeting agendas.

The work plans will incorporate activities aligned with:
- the roles and responsibilities of the Board and 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
- the Hospital's planning process

When requested, by the Board Chair and committee Chairs may prepare a year-end summary.

Process
1. Board and committee work plans are developed in September.
2. Throughout the year, work plans are reviewed by the committee Chair/Board Chair and the designated hospital executive support person, to ensure the expectations of terms of reference are addressed.
3. A current work plan is provided in each committee/Board package.
4. Committee work plans are kept current by the designated hospital executive support.
5. Changes between the CEO and Board Chair for review. If necessary, the committee work plan will be reviewed and approved by the Board.

DEVELOPED: November 24, 2010		
REVISED/REVIEWED:		
April 23, 2014	November 30, 2016	November 27, 2019
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