

Policy Number	009-B-2007
Policy Group	Board of Directors
Policy Name	Calendar of Routine Board Events
Date of Origin	June 2007
Date Amended	September 2014, September 2013, June 2011, May 2010
Date Reviewed	October 2011, November 2013

PURPOSE To ensure that routine matters that require Board action are regularly scheduled.

SCOPE Board of Directors

PROCEDURE

Board and committee meetings shall not be held the day prior to or immediately following a statutory holiday, except in emergency situations.

Endeavour to schedule a meeting once per year with each of SRNA and RPNAS councils and the Board.

January – The Board of Directors shall determine a list of invited guests to the Annual Meeting of the Union.

March – Selection of board mentors for new board members

April – A certificate of recognition shall be issued to members who have contributed time as Board or Committee members.

April/May – Orientation for newly elected BOD members

May – Endeavour to schedule annual Board planning.

May – Annual review and update of the Code of Conduct.

June – Issue the Call for Delegates to the SFL Convention, sent by First Vice-President or designate.

June – A certificate of recognition shall be issued to members who have contributed time as District Council Chairs.

June – Terms of Reference for all committees shall be reviewed biennially.

August – Begin budget discussion and development.

September – Appoint the Annual Meeting Planning Committee.

September – Performance review for the Executive Director.

September – Send the Call for Expression of Interest for SFL Committees to Locals in even years.

November – Send holiday greetings on behalf of members and staff.

December – Consider amendments for submission to the Constitution, Bylaws & Resolutions Committee.

APPROVED