

<b>Policy Number</b>	003-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Information the Board Requires
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	May 2010
<b>Date Reviewed</b>	November 2013, October 2015, November 2017

**PURPOSE** To ensure the Board of Directors has the required information to fulfill their duties.

**SCOPE** Board of Directors

**POLICY STATEMENT** Board members shall receive orientation, education and resource material, sufficient to perform their duties.

**PROCEDURE** Submissions to the Board of Directors shall be timely, complete, easily understood, accurate, and shall include monitoring data, decision making information, and incidental information.

Monitoring Data: Information the Board of Directors requires to meet the fiduciary responsibilities of a board.

Decision Making Information: Information including what was considered, the process undertaken, and recommendations or suggested options for decisions.

Incidental Information: Information that does not require action but is important to know.

**NOTE:** some information that the Board of Directors receives is considered confidential and should be maintained as such or disposed of through the Executive Administrative Coordinator, i.e. material labeled as confidential, any information pertaining to SUN's staff, any in camera documentation, or financial statements.

## Decision-Making Framework

A. We agree that in making decisions, the Board of Directors will consistently address the following:

1. The decision to be made and/or the issue to be addressed
2. Fit of direction with our vision, mission, and authority
3. Findings of research/information on issue/decision
4. Options and likely outcomes, as well as their impacts
  - a. Human and financial resources
  - b. Members (how many and in what ways?)
5. Recommendations
  - a. Lead implementation responsibility
  - b. Communications plan
  - c. Monitoring and evaluation
  - d. Timelines

B. Our decision-making will focus on outcomes and monitoring.

At the end of our Board meetings, we will revisit decisions made to ensure outcomes are clearly defined, as well as the Board's requirement for ongoing monitoring and periodic evaluation.

C. Recommendations brought to the Board of Directors must address all relevant elements of the decision-making framework.