



Policy Number	003-B-2007
Policy Group	Board of Directors
Policy Name	Information the Board Requires
Date of Origin	June 2007
Date Amended	May 2010
Date Reviewed	November 2013, October 2015, November 2017, December 2019

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 in the appropriate manner to maintain the confidentiality.

Decision-Making Framework

We agree that in making decisions, the board will consistently consider a whole-system view in the following:

1. Clarifying questions to ask:
 - a. How does the proposal or decision fit with the organizational vision, mission, strategic plan and authority?
 - b. What are the options and how will likely outcomes impact members, human resources, and financial resources?
 - c. What are the political and legal implications?
 - d. Will stakeholders be impacted?

2. Recommendations should include:
 - a. Research relevant to issue
 - b. Information on issue
 - c. Implementation plan and lead responsibilities
 - d. Communications and/or public relations plan
 - e. Monitoring and evaluation

We agree that decisions will be made with clear identification of accountabilities and responsibilities as well as timelines for implementation.

We agree that the board will work together to design the process for meeting the periodic information and reporting needs of our organization.

We agree to ensure that board decisions will be made by consensus which means that each board member will actively support the board's decision by speaking with one voice.

We agree that debate and discussion of SUN matters takes place only at the Board table.