



<b>Policy Number</b>	009-B-2007
<b>Policy Group</b>	Board of Directors
<b>Policy Name</b>	Calendar of Routine Board Events
<b>Date of Origin</b>	June 2007
<b>Date Amended</b>	September 2014, September 2013, June 2011, May 2010
<b>Date Reviewed</b>	October 2011, November 2013, October 2015, November 2017, December 2019

**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 of Directors.

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 Board of Directors members

May – Endeavour to schedule annual Board of Directors 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 – Send the Call for Expression of Interest for SFL Committees to Locals in even years.

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

August – Begin budget discussion and development.

September – Appoint the Annual Meeting Planning Committee.

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

November – Send holiday greetings on behalf of Board of Directors.

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

APPROVED