

BOARD OF DIRECTORS

Health Sciences North / Horizon Santé-Nord

ISSUED BY: Board of Directors

AUTHORIZED BY: Board of Directors

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CATEGORY: Part V-B – Governance Process

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SUBJECT: **BOARD AND BOARD STANDING COMMITTEE WORK PLAN**

The Governance and Nominating Committee will establish and recommend to the Board for approval a single annual work plan for the Board and Standing Committees that aligns with legislative, regulatory, Ministry, accreditation or other externally-driven governance requirements, HSN’s purpose, commitments, values, key goals and outcomes articulated in its Strategic Plan, and annual performance goals set by the Board for the President and Chief Executive Officer (CEO) and the Chief of Staff.

The Board Chair, in collaboration with the CEO and the governance professional, is responsible for establishing an agenda for each Board meeting that is aligned with the annual Board work plan, and determining which items should be identified as “Consent Agenda” items. The governance professional, in collaboration with the CEO, will recommend time allocations for each agenda item, and the Board Chair will endeavour to manage the Board discussion to that time allocation. The Board Chair has discretion to table items to the next regularly scheduled meeting of the Board if time considerations unduly limit any discussion.

The Board Chair, in collaboration with the CEO, will develop standards for Board information packages that include formats for reporting to the Board and the level of detail that is to be provided. Requests for more or less information will be assessed by the CEO and reviewed regularly by the Chair to ensure the optimal functioning of the Board.

The Board Chair will utilize a practice of referencing Board policies in guiding discussions in order to support the decision-making processes of the Board.