

**SASKCULTURE INC.
BOARD OF DIRECTORS POLICY**

Policy Name:	Annual Board Planning Cycle And Agenda Control	Number: GP-9
Policy Type:	Governance Process	Date Approved: April 2000 Latest Revision: January 2012

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda which (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education and enriched input and deliberation.

1. The Board shall maintain control of its own agenda by developing each year within the first two months of the new cycle, an annual schedule which includes, but is not limited to:
 - 1.1 Considered review of the Ends in a timely fashion which allows the General Manager to build a budget
 - 1.2 Consultations with selected groups in the ownership, or other methods of gaining ownership input, prior to the above review
 - 1.3 Scheduled time for education related to ends determination (for example, presentations relating to the external environment, demographic information, exploration of future perspectives which may have implications, presentations by advocacy groups, and staff)
 - 1.4 Scheduled time for monitoring of the Board's own compliance with its Governance Process policies, and for review of the policies themselves
 - 1.5 Scheduled time for monitoring compliance by the General Manager with Executive Limitations and Ends policies, and for review of the policies themselves. Monitoring reports will be provided and read in advance of the Board Meeting, and discussion will occur only if reports show policy violations, if reports do not provide sufficient information for the Board to make a determination regarding compliance, or if policy criteria are to be debated
 - 1.6 Scheduled time for education about the process of governance, including orientation of new Directors
2. The sequence derived from this process for the Board planning year ending in June is as follows:
 - 2.1. Mid June – Annual General Meeting.
 - 2.2. Early September – Board orientation with sessions on Policy Governance, teamwork and training on Culture Section of the Saskatchewan Lotteries Trust Fund. Will also include short business

meeting, beginning of committee appointments and finalization of Board's own meeting / linkage plan.

- 2.3. Late October / early November – Annual Conference. Includes a meeting of the Board.
- 2.4. Late January – Board business meeting with potential ownership linkage meeting attached (constituency as required).
- 2.5. Mid / late March – Board business meeting. Agenda will include approval of Spending Plan for Culture Section and SaskCulture Budget.
- 2.6. Mid / late May – Board business meeting. Agenda will include Audit, Nominations, Review of Ends and other Policies, as well as the Board's Annual Self Evaluation and draft meeting / linkage plan for the new Board.
- 2.7. Where appropriate or necessary a conference call or video-conference will be utilized to conduct a Board meeting

3. Ongoing Meetings:

In addition, the board will annually determine a set of priorities that provide opportunities / means to link with the ownership for the purpose of being informed on issues that impact the Ends. These opportunities are set as required and should include:

3.1. Communities of Interest:

Meetings with individual Communities of Interest mechanisms or, if appropriate, a group of COIs.

3.2. Partnership Meetings: board to board meetings, either full Board or smaller cross-sectional Board teams with those organizations that we partner or contract with to discuss shared outcomes. Where possible these meetings will be scheduled in conjunction with Board business meetings.

3.3. External Representation of SaskCulture at other conferences / events: for profile and to connect with broader public policy – examples: SUMA, SARM, Saskatchewan Chamber of Commerce, Tourism Saskatchewan. The organizations being focused on will change from year to year based on Ends priorities. Fiscal and time costs will also have to be considered when determining which of these board members will attend. SaskCulture usually have staff members at each of these.

3.4. Membership Events - The priorities for membership events will be as follows:

- Those where multiple members are involved
- Those where a major announcement is taking place
- Those where others that SaskCulture should connect with are in attendance (i.e. government officials)

- Those where the organization is facing some challenges or seems to be disconnected from our cultural network

Staff will evaluate the profile of the membership event as a means of setting priorities. As events are identified, information will be provided to the Board. When the office receives an invitation to an event that is not prioritized, that information will be provided to the board members in that locale and board members can attend if they wish. In cases such as this where Board members are not requested to officially attend the board member would not expect to be reimbursed for any incurred costs.

- 3.5. Community Outreach: small teams of Board members and a senior staff member travel to different communities in the province to provide information on SaskCulture and get community feedback. Planning for this cycle of outreach will vary from year to year and be built into the Boards' own planning for the upcoming year. Plans developed will have to fit within the financial constraints of the organization in any given year.
4. The work of the Board is to prepare for, attend and participate in Board meetings.
5. Based on the outline of the annual schedule, the Board delegates to the President the authority to fill in the details of the meeting content. The detailed agenda shall be prepared jointly by the Board President and the General Manager. Potential agenda items shall be carefully screened to ensure that they relate to the Board's job description, rather than simply reviewing staff activities. Screening questions shall include:
 - 5.1. Clarification as to whether the issue clearly belongs to the Board or the General Manager.
 - 5.2. Identification of what category an issue relates to - Ends, Executive Limitations, Governance Process, Board- Executive Linkage.
 - 5.3. Review of what the Board has already said in this category, and how the current issue is related.
6. Throughout the year, the Board will attend to Consent Agenda items as expeditiously as possible. When an item is brought to the Board via the Consent Agenda, provided that compliance with all of the criteria in Executive Limitations has been demonstrated, the Board will not discuss the item prior to approval. An exception will be made only if a majority of the Board votes to remove the item from the Consent Agenda for discussion.

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