

# Agenda Planning Policy

The Board of Directors recognizes that the planning of the Board yearly and individuals meeting agendas is a critical activity and solely a Board responsibility.

Accordingly,

1. The Board of Directors, upon their first meeting of the year, will establish a yearly meeting schedule.
2. The Board members are to be responsible for the creation of their meeting agenda. An open call for agenda items will be distributed by the Chair before each meeting.
3. The Executive Director shall be permitted to add items to the agenda for the Board's review or consideration.
4. Background or support materials for Board Meetings shall be distributed 7 days in advance.
5. The Board of Directors standing agenda shall include:
  - a. Approval of the agenda
  - b. Approval of past minutes
  - c. Reports relating to the Strategic Priorities of the Association
  - d. Financial Reports
  - e. Executive Director's report
  - f. Committee reports
  - g. Other business
  - h. Setting of next meeting
6. The agenda for the Annual and Extra-ordinary General Meetings will be prepared in accordance with the provision of the bylaws. Before distribution to the membership the Board of Directors shall approve the agenda.