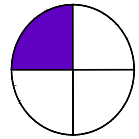


Board of Directors Policy



Policy Type: Governance Process

Policy #: GP13

Policy Name: Board Planning Cycle

Page #: 1 of 2

Creation Date: March 22, 2004

Effective Date: January 17, 2005

Monitoring: December

To accomplish its job contributions 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.

Accordingly:

1. The Board shall maintain control of its own agenda by developing each year no later than October, an annual schedule which includes, but is not limited to:
 - 1.1. Considered review of the Ends in a timely fashion which allows the Executive Director 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 Executive Director 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.
2. Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. The detailed agenda shall be prepared jointly by the Board Chair and the Executive Director. 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:
 - 2.1. Clarification as to whether the issue clearly belongs to the Board or the Executive Director.

- 2.2. Identification of what category an issue relates to – Ends, Executive Limitations, Governance Process, Board-Executive Director Relationship.
- 2.3. Review of what the Board has already said in this category, and how the current issue is related.