

MONITORING REPORT - POLICY EL8

To: Board of Directors of Thunder Bay Counselling

From: Nancy Chamberlain

Re: PolicyType: Executive Limitations
PolicyTitle: Communication and Support to the Board

Date: March 08, 2021

With respect to providing information and support to the Board, the Executive Director may not permit the Board to be uninformed or unsupported in its work.

I interpret this to mean that the Board should not be caught unaware of major information nor should it be unsupported in the work of the board. This could be about a special activity beyond the normal business of the programs and services, a risk factor, a client or staff issue that has potential to become public or about an agency opinion by way of a letter of support or media release. It also means that the Executive Director ensures the provision of support to the Board both fiscally and administratively, as identified by the Board.

1. I have provided the Board with information to support informed Board choices, including relevant statistical, demographic and environmental data. Examples include updated information on service agreements, emerging community needs included in the briefing note for the SWAT exercise with the board, programs and services updates, health and safety reports, Incident Reports, Auditor Reports, scheduled Executive Director reports, government updates, and so on. I have not withheld any governance correspondence from the Board. Most recently I have advised the Board around service planning and the impact of COVID-19 on grant applications, wait times for services and vaccinations.
2. I have submitted the required monitoring data (see policy on Monitoring Executive Performance BEDR6) in a timely, accurate and understandable fashion, directly addressing provisions of Board policies being monitored. Monitoring reports have been received by the Board as to schedule and any questions about the reports have been addressed.
3. I have informed the Board of anticipated media coverage and/or forwarded copies of media releases. There is no pending legal action against the Board. The Board has been advised of any material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established. There are numerous forums upon which to monitor staff opinion such as staff meetings, leadership meetings, team meetings, focus groups, Committee and organizational surveys.
4. I have advised the Board if I believe it is not in compliance with its own policies. Examples could include review of By Laws or policies or board attendance. I have kept the Board informed about its expenses. I provide input into Board Monitoring Reports that are prepared by board members and assist in identifying any areas for consideration or revision. I support the Board in following Robert's Rules of Order.

5. I have provided the Board with information in a timely, accurate and complete manner. I assist with the development of the Board agenda to ensure that information is identified as monitoring, decision-making or general background information .
6. I connect with the Board chair prior to board meetings to review the agenda and offer support.
7. Except for fulfilling individual requests for information, I have dealt with the Board as a whole. I have provided the Board with training on how to connect to the agency through the Executive Director. I represent the agency on Board committees.
8. I have supplied the information that has been delegated to the Executive Director under the Consent Agenda along with monitoring information that is required for their approval. Examples include provincial service agreements, auditors reports and financial information.
9. I have provided reasonable administrative support to board activities such as board planning sessions, board committees and monthly meetings to ensure information for the board is available in a timely manner; is accurate and kept confidential.
10. It has not been necessary to report any anticipated non-compliance with any policy of the Board during this reporting period.

I certify that the above information is accurate as of this date and that I have met the expectations of the policy.

Signature:

A handwritten signature in blue ink, appearing to be 'D. H. ...', written in a cursive style.

Date: March 08, 2021