

Policy 1
Type: Board of Directors Policy
Name: Annual Planning Cycle

To accomplish the objective of governing with excellence, the Board of Directors will ensure the following:

Completes a review of Board priorities annually; and

Continually improve its performance through education and professional development.

The Board's annual planning cycle will conclude each year on the thirty-first (31) day of March in order that future budgets can be accurately developed based on the most recent activities and outputs.

By May 15th, the Board will develop and confirm its planning cycle for the ensuing one-year period. This document, however, should be reviewed regularly and may be revised at anytime by a simple majority vote of the Board.

The sequence derived from this process for the Board planning ending March 31, is as follows:

April

Newly elected Board participate as observers in remaining meetings

- Board Education
 - Changeover weekend or conference with outgoing/incoming Boards
 - Board orientation and education weekend away
 - One day of team-building
 - Orientation session on Board governance
 - Clarification of Board Job Descriptions, roles and responsibilities
 - Explanation of existing policies
 - Explanation of existing agreements and memberships
 - Introduction to Board monitoring
 - Accountability of Board Members, board of Directors Policy 5 Code of Conduct
 - Introduction and meeting with relevant members of the Fleming College administration
 - Presentation of Fleming College immediate-, short- and long-term plans
 - Introduction to Frost Student Association full-time staff
 - Introduction to academic chairs and other Fleming College staff
 - Review recommendations from previous Board and review and confirm planning cycle
 - Receive and review report on IT Fees, and Athletics and Recreation Fees from Fleming College

- President and Vice President attend and present at Fleming College Board of Governors Meeting
- Attend and Participate in Fleming College's Open House
- Final Legacy Reports (Outgoing Board)
- Establish summer hour expectations with management team
- Turnover of Frost Student Association property (Outgoing Board)
- Frost 5K

May

- President and Vice President Education
- Orientation on Human Resources policies, operational policies, operations planning cycle and current issues and opportunities, as well as orientation of current FSA agreements and contracts
- First official Board meeting and approval of power to Executive Management Committee
- Visit Haliburton campus and meet with FSA Representative
- President's Monthly Report
- Manager's Monthly Report

June

- Executive Management Committee – Initial open dialogue with Fleming College Senior Executives
- Review class president and club's policies and procedures
- Plan a date and begin to set goals for the Annual General Meeting
- Executive Management Committee discussion about Operational Sustainability Report and priorities
- Begin Orientation Week planning
- President's Monthly Report
- Manager's Monthly Report

July

- Executive Management Committee – Order orientation week swag
- Executive Management Committee - Introduction to local media
- Executive Management Committee – Monthly dialogue with Fleming College Senior Executives
- Present Operational Sustainability Report to academic chairs and dean
- President's Monthly Report
- Manager's Monthly Report

August

- Board Education (Note – Depending on Board availability this could occur in one large session or two separate sessions in either August, September or both months)
- Presentation and meeting with Fleming College Residence Life staff
- Presentation and meeting with Fleming College Student Services staff
- Presentation and meeting with Fleming College Athletics staff and review of existing agreement
- Presentation and meeting with respect to Fleming College Orientation/Registration
- Explanation of the Academic Appeals Process, Student Code of Conduct and Students Rights and Responsibilities
- Explanation of Ancillary Fees protocol process and responsibilities
- Presentation and meeting with financial aid, including work study, scholarships and FAQ's surrounding OSAP
- Meetings with Deans, Chairs, Directors and other Fleming College academic staff
- Present Operational Sustainability Report to Board of Directors
- Present the Executive Management Committee meeting minutes to the Board of Directors for approval
- Complete Positive Space and Sexual Violence and Bystander Training
- Executive Management Committee – Monthly dialogue with Fleming College Senior Executives
- Initiate strategy for program presidents and clubs
- Participate in initiating the planning of Orientation activities
- Review timetables and set office hours for Fall semester
- Board Monitoring
- Executive Committee preparation of Summer Activities Report, summary of motions and approvals for full Board
- Manager's Monthly Report

September

- Meet and participate in social activities with on-campus residence advisors
- Develop Board of Directors outreach strategy
- Recruit program presidents and clubs
- Attend and participate in orientation and pub activities
- Board Monitoring
- President's Monthly Report
- Manager's Monthly Report

October

- Board Priorities and Policy Review Retreat Weekend
- Education session on governance
- Refreshers on Board roles and responsibilities and Job Descriptions
- Complete Annual General Meeting planning
- Board activity with program presidents and clubs
- Snowfest planning
- Receive and review report on IT Fees, and Athletics and Recreation Fees from Fleming College
- Board Monitoring
- Manager's mid-year Performance Review Meeting
- Executive Management Committee – Resume monthly dialogue with Fleming College Senior Executives
- President's Monthly Report
- Manager's Monthly Report

November

- Continual planning of Winter Orientation activity - Snowfest
- Executive Management Committee – Monthly dialogue with Fleming College Senior Executives
- President's Monthly Report
- Manager's Monthly Report

December

- Finalize planning of Winter Orientation activities
- Board holiday activity with Directors, FSA and Auk's Lodge staff
- Timetable Review/Set office hours for Winter Semester
- Board Monitoring
- Executive Management Committee – Monthly dialogue with Fleming College Senior Executives
- President's Monthly Report
- Manager's Monthly Report

January

- Review of existing governance policies
- Recruit Chief Returning Officer and election planning Snowfest
- Receive and review report on IT Fees, and Athletics and Recreation Fees from Fleming College
- Review Health Plan usage statistics and Plan coverage

- Annual General Meeting
- Board Monitoring
 - Board Performance Review Meeting
- President's Monthly Report
- Manager's Monthly Report

February

- Frost 5K planning
- Review and determine levels of upcoming Ancillary Fees
- Board Monitoring
- Executive Management Committee – Resume monthly dialogue with Fleming College Senior Executives
- President's Monthly Report
- Manager's Monthly Report

March

- Board Monitoring
- Review and approve planning cycle pending final confirmation of incoming Board
- Director and Chairperson Elections completion
- Executive Management Committee – Monthly dialogue with Fleming College Senior Executives
- Final approval of Frost Student Association Budget for new fiscal year
- Review of the current Operational Sustainability Report and presentation of recommendations to incoming Board
- President's Monthly Report
- Manager's Monthly Report