

[GP21] Annual Board Planning Cycle

To accomplish its outputs with a governing style consistent with Board policies, the Board will follow an annual agenda which completes a re-exploration of ENDS annually and continually improves its performance through attention to Board education to enrich input and deliberation.

1. The cycle will conclude each year on the 30th day of April in order that administrative budgeting can be based on accomplishing a one-year segment of the most recent Board's long-range vision.
 - (1) The Board will develop its agenda for the current one-year period within the first two months of a new cycle and will present it for approval no later than the end of the third month.
2. To the extent feasible, the Board will identify external training opportunities needed to enrich Board knowledge of each year's chosen priorities.
3. **Structure of Board Meetings**
 - (1) Education and decision-making will receive paramount attention in structuring the series of Board meetings.
 - (2) Student input and Board deliberations will be the focus of other activities during the year.

The sequence for the Board's planning year ending *April 30, 2025*, is as follows:

Changeover Weekend

1. Select the Electoral Officer (EO).
2. Select the Class Representative Coordinator (CRC).
3. Form committee to develop the annual Cost of Governance budget.
4. Form committee to develop the Annual Board Planning Cycle (ABPC).
5. Assign Directors to select College committees.
6. Schedule first Intensive Policy Weekend (IPW) to determine the Board's annual priorities.
7. Schedule Directors' visits to all campuses for the summer semester.

8. Schedule Spring/Summer term Board meetings and Class Representative meetings.
9. Conduct an initial mock Board meeting.

May

1. First Board Meeting:
 - (1) Approve April meeting minutes.
 - (2) Confirm Changeover selection for officer positions and committee members.
2. Board Governance and Leadership training held by the CEO.
3. Attend AC Day 1 Spring for each campus.
4. Attend the International Education Centre (IEC) social - Spring.
5. Attend Director's Day introduction to College executives and services.
 - (1) Presentation on Algonquin Executive Team (ACET) mandates and priorities.
 - (2) Presentation on student population demographics.
6. Commence research for Directors' presentation on annual priorities
7. Schedule media training for the Board.
8. Schedule fiduciary responsibility training for the Board.
9. Schedule appeals training for the Board with the Ombudsman's Office.

June

1. Board meeting:
 - (1) Approve May meeting minutes.
 - (2) Approve annual Cost of Governance budget.
 - (3) Approve Annual Board Planning Cycle policy.
 - (4) Directors to provide updates on committee participation.
2. Board representation at convocation ceremonies.
3. Spring intake and training for class representatives.
4. Research for Directors' presentations on annual priorities.

5. Directors meet one-on-one with the CEO.
6. SA – College Collaborative Committee (SA/CCC) special meeting for priorities.

July

1. Intensive Policy Weekend: Priorities presentations
 - (1) Approve June meeting minutes.
 - (2) Directors to present proposed annual priorities.
 - (3) Approve Board priorities.
 - (4) Directors to provide updates on committee participation.
 - (5) Schedule continuous Board education and professional development opportunities.
 - (6) Review and vote on by-laws.
2. Host Class Representative meetings.

August

1. Board meeting:
 - (1) Approve July meeting minutes.
 - (2) Schedule Fall term Board meetings and class representative meetings.
 - (3) Schedule director visits on all campuses for the Fall term.
 - (4) Plan the Board's Fall orientation participation.
 - (5) Directors to provide updates on committee participation.
 - (6) Schedule continuous Board education and professional development opportunities.
2. Directors to review CEO report.
3. Class Representative Coordinator to promote class representatives at Chair's meeting.
4. Board to present and discuss priorities "draft" to ACET.
5. Board to present final priorities to ACET.
6. Board to attend *SA Day* to share priorities.
7. Meet with the Algonquin College Leadership Team (ACLT) and share priorities.
8. Compulsory Ancillary Fees presentation.

9. Continue research and data collection for priorities.
10. Pair with the College executives to start working on the priorities.
11. Update on required committee formations and Directors' participation.
12. Board media content.
13. Schedule International Student Advisory Committee (ISAC) townhall.

September

1. Board meeting:
 - (1) Approve August meeting minutes.
 - (2) Schedule continuous Board education and professional development opportunities.
 - (3) EO update.
 - (4) Priority leads to provide update.
 - (5) Directors to provide updates on committee participation.
2. Mandatory participation in residence move-in at the Ottawa campus.
3. Board participation in Fall AC Day 1.
4. Board participation at the International Education Centre social – Fall
5. Board participation at Varsity home opener games.
6. Release the initial annual priorities report
 - (1) Students' Association website
 - (2) Social media promotion
7. Continue research and data collection for priorities.
8. Priority meeting(s) with the College.
9. Presentation of the annual financial audit to the Board.
10. Directors to provide GPA to the Board Officers if enrolled in the Spring/Summer term to demonstrate minimum GPA requirement to process their academic incentive.

October

1. Board meeting:
 - (1) Approve September meeting minutes.
 - (2) Schedule continuous Board education and professional development opportunities.
 - (3) Priority leads to provide updates.
 - (4) Directors to provide updates on committee participation.
2. Annual General Meeting
 - (1) Proxy vote collection
3. Fall intake and training of Class Representatives.
4. Host Class Representative social.
5. Board participation at Varsity home opener games.
6. Board participation at the Alumni of Distinction awards.
7. Prepare Director Candidate Nomination packages.
8. Directors' media promotion to elevate the Board.
9. Selection Committee chosen by the EO.
10. Presentation of the elections process provided by the EO.
11. Priority meeting(s) with the College.
12. Directors meet one-on-one with the CEO.

November

1. Intensive Policy Weekend
 - (1) Approve October meeting minutes.
 - (2) Schedule continuous Board education and professional development opportunities.
 - (3) Priority leads to provide updates on priorities.
 - (4) Directors to provide updates on committee participation.
 - (5) Mid-year Director performance review.
2. Board participation at Remembrance Day ceremony.

3. New director candidate selection committee training.
4. Nomination packages for director candidates open.
5. Host class representative meetings.
6. Priority meeting(s) with the College.
7. Update on priorities at SA/CCC meeting.
8. Host Class Representative townhall in collaboration with the Vice President of Student Services.

December

1. Board meeting:
 - (1) Approve November meeting minutes
 - (2) Schedule continuous Board education and professional development opportunities.
 - (3) Directors to provide updates on committee participation.
 - (4) Schedule Winter term Board meetings and class representative meetings.
 - (5) Schedule Director visits on all campuses for the Winter term.
2. Directors to review CEO report.
3. SA holiday party.
4. President to attend Ottawa tree lighting.
5. Priority meeting(s) with the College.
6. Schedule International Student Advisory Committee (ISAC) townhall.

January

1. Intensive Policy Weekend:
 - (1) Approve December meeting minutes.
 - (2) Priority leads to provide updates on priorities.
 - (3) Directors to provide updates on committee participation.
 - (4) Policy writing and review.
2. Board participation in Winter AC Day 1.
3. Attend the International Education Centre social – Winter.

4. Release annual priorities progress report
 - (1) Students' Association website
 - (2) Social media promotion.
5. Priority meeting(s) with the College.
6. Winter intake and training of class representatives.
7. Orientation for Director candidates.
8. Commence new Director selection process (interviews).
9. Directors to provide GPA to Board Officers in enrolled in the Fall term to demonstrate minimum GPA requirement to process their academic incentive.

February

1. Continue new Director selection process (interviews).
2. Board meeting:
 - (1) Approve January meeting minutes.
 - (2) Priority leads to provide updates.
 - (3) Directors to provide updates on committee participation.
 - (4) Appoint a Board Changeover Committee.
3. Host Class Representative social.
4. Priority meeting(s) with the College.
5. Update on priorities at SA/CCC meeting.
6. Send nominations for the Faculty Recognition awards.

March

1. Board meeting:
 - (1) Approve February meeting minutes.
 - (2) Priority leads to provide updates on priorities.
 - (3) Directors to provide updates on committee participation.
 - (4) EO changeover presentation.
2. Inform the director candidates of selection committee results.

3. Special General Meeting – election of directors
 - (1) Proxy vote collection.
4. Board of Directors' Presidential and Vice-Presidential elections for incoming term.
5. Host Class Representative meetings
6. Priority meeting(s) with the College.
7. Board participation at Faculty Recognition awards.
8. Board participation at Varsity team awards.
9. Schedule the Board's adjournment dinner to follow the April Board meeting.

April

1. Board meeting:
 - (1) Approve March minutes.
 - (2) Directors to provide updates on priorities.
 - (3) Directors to provide updates on committee participation
2. Release the final annual priorities report.
 - (1) Students' Association website
 - (2) Social media promotion.
3. Annual priorities final presentation on results to ACET/ACLT
4. Final Director performance review.
5. Changeover weekend.
6. Directors to review CEO report.
7. Directors to submit transition reports to CEO for distribution.
8. Attend Board adjournment dinner.
9. Directors to provide GPA to Board Officers if enrolled in the Winter term to demonstrate minimum GPA requirements to process their academic incentive.

10. Director/Officer resignation.

- (1) Return all SA materials (policy binder and laptops)
- (2) New Officer orientation

Approved: 07/25

Reviewed:

Modified:
