

## AAC BOARD OF DIRECTORS' YEARLY PLANNING CYCLE

<b>Policy Number:</b> BD-1	<b>Approved:</b> May 23, 2012 <b>Revised:</b> September 5, 2014 February 26, 2016 May 29, 2020	<b>Scheduled Review:</b> June of each fiscal year
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### Introduction

Alberta Assessment Consortium provides service to the education community by

- advocating for sound classroom assessment practices by engaging in collaborative endeavors with AAC member jurisdictions and education partners;
- contributing to the building of assessment literacy in Alberta through action research and inquiry initiatives;
- developing a broad range of classroom assessment materials, directly aligned to Alberta curriculum, that address both formative and summative processes; and
- enhancing teacher/leader assessment capacity by providing opportunities for quality professional learning.

The AAC Board of Directors provides the governance structure to allow AAC to fulfil its vision, mission and mandate in service to its members. The AAC Board of Directors exercises fiduciary responsibility to ensure that the organization is in compliance with all legal requirements with respect to its charitable status designation, and sets policy in regard to finance, human resources, and membership to ensure the effective operation of the organization. In order to fulfill these responsibilities, regular meetings are required.

Members of the AAC Board of Directors volunteer to let their names stand for election at an Annual General Meeting and are either elected by the membership at that meeting or are appointed through acclamation.

### Purpose

This policy seeks to outline a schedule of meeting dates, identify topics for discussion based on the yearly cycle of activities of AAC, and identify a schedule for policy review to assist the AAC Board of Directors in fulfilling its fiduciary responsibilities.

### Policy

The AAC Board of Directors seeks to develop an efficient schedule of meetings so as to not incur extensive expenses associated with frequent meetings. As per the *AAC Bylaws*, the AAC Board of Directors meets a minimum of three times during the year to deal with ongoing business and review policy. Other meetings may be held to conduct emergent business. While there are benefits to convening face-to-face meetings, technology options may be utilized when circumstances warrant.

Members of the Board of Directors do not receive compensation for their time; they are however reimbursed for expenses incurred in order to be in attendance at the meetings.

## Procedures

- The Chairperson, members of the Board of Directors and the Executive Director will set the fall meeting date at the June meeting; meeting dates for the remainder of the fiscal year will be set following the elections at the AGM.
- Prior to each meeting, the Chairperson and the Executive Director will work together to review the standard agenda items and consider emergent items for inclusion on the agenda.
- Agenda and supporting documents will be provided at least 3 business days prior to the meeting. Notwithstanding, circumstances may arise that require an adjustment to this schedule.
- Additional meetings may be required beyond the set schedule, in which case they will be called by the Chairperson.
- The yearly schedule and key agenda items for AAC Board of Directors' meetings are provided below.

Business & Policy Review	<b>Early September</b> <ul style="list-style-type: none"> <li>• Membership Update</li> <li>• Audit Report</li> <li>• Recommend Work Plan and Budget</li> <li>• Risk Registry Update</li> <li>• AGM Planning</li> </ul>	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Grants and Contracts</li> </ul>
Policy Orientation	<b>November</b> <ul style="list-style-type: none"> <li>• Board Orientation and Strategic Planning</li> <li>• Board Subcommittee Organization</li> <li>• YTD Financial Report</li> </ul>	
Emergent Business	<b>Mid-January</b> <ul style="list-style-type: none"> <li>• Charitable Status Report</li> <li>• YTD Financial Report</li> <li>• Work Plan Update</li> </ul>	
Emergent Business	<b>Early March</b> <ul style="list-style-type: none"> <li>• YTD Financial Report</li> <li>• Field Services Staffing for upcoming fiscal</li> </ul>	
Business & Policy Review	<b>June</b> <ul style="list-style-type: none"> <li>• Membership Update</li> <li>• YTD Financial Report</li> <li>• Review of preliminary DRAFT budget for upcoming fiscal</li> <li>• Set expense claim rates for upcoming fiscal</li> <li>• Work Plan – review of current and proposed</li> <li>• Risk Registry Update</li> <li>• AAC Events Update – upcoming and 1 year out</li> <li>• Board of Directors' Succession</li> </ul>	<b>Policy Review</b> <ul style="list-style-type: none"> <li>• Board of Directors</li> <li>• Human Resources</li> </ul>

## Responsibilities

It shall be the responsibility of members of the Board of Directors to

- commit to regular attendance at Board of Directors' meetings;
- prepare for meetings by reading and studying materials provided;
- serve on sub-committees as the need arises;

- respect the confidentiality of any information so designated; and
- give his/her best efforts toward fulfilling the responsibilities of membership on the Board of Directors.

It shall be the responsibility of the Executive Director to

- work with the Chairperson to set meeting dates and agendas;
- prepare reports as requested;
- designate AAC office staff to provide support for meeting logistics, including hosting and preparation of materials; and
- ensure that minutes of all Board of Directors' meetings are complete and filed.

**Related Documents**

- AAC Policy Manual
- *AAC Bylaws* (current)

**Authorization**

[original signed]  
Signature of Chairperson

Amber Darroch  
Name of Chairperson

May 29, 2020  
Date