


MANUAL: BOARD POLICY MANUAL	INDEX I.D.: C.1
SECTION C: MEETING MANAGEMENT	PAGE NO. 1 OF 2
TITLE: BOARD AGENDA DEVELOPMENT POLICY	ORIGINAL:
APPROVAL:  EXECUTIVE DIRECTOR	AMENDED: February 6, 2017

C.1.1. Policy Statement

This policy outlines timelines for the development of the agenda, for meetings of Lumacare’s Board of Directors, items that must be included on the agenda, as well as, how all agenda items will be developed.

C.1.2. Purpose

This policy will ensure that all Board members have an opportunity to provide input into the agenda, and that mechanisms are in place for the Board to receive information from management on key priorities.

C.1.3. Scope

This policy applies to all meetings held by Lumacare’s Board of Directors; it does not apply to meetings of Lumacare’s employees.

C.1.4. Procedure

1. The Chair is responsible for developing the agenda for all Board meetings in consultation with the Executive Director.
2. A Board member, who wishes to add an item to the Board’s agenda, should contact the Board Chair at least two weeks prior to the Board meeting, if possible.
3. Agendas for regular meetings of the Board, along with, materials to be reviewed by the Board that correspond to agenda items, will be shared with the Board at least seven days before the scheduled meeting date.
4. The Chair of the Board will ensure that the quality of care provided by Lumacare is a standing agenda item for regular meetings of the Board.
5. The Chair of the Board will ensure that a general update on Lumacare is a standing agenda item for regular Board meetings and that this update is

delivered in written form from, and/or presented by Lumacare's Executive Director (or designate).

6. The Chair of the Board will ensure that an in-camera session for members of the Board is included as a standing agenda item.
7. The Chair will also manage the list of agenda items to reduce meeting time spent on reporting items, where possible.
8. The Chair also ensures the distribution of the standing evaluation form at the beginning of each in-camera session.