

Manual	GOVERNANCE POLICY		POLICY
Section 5.0	Board Effectiveness – Governance Process		
Title	BOARD ANNUAL GOALS & WORK PLANS		
Issuing Body/ Prepared By	Governance and Nominating Committee		
Approved by	Board of Directors		Number: GOV 5.85
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Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

Purpose

The Bluewater Health Board recognizes that the development of annual Board goals is an important component of effective governance in order to:

- 1) focus the work of the Board
- 2) clearly articulate the Board’s expectations of its own contributions to the achievement of the Bluewater Health strategic directions and goals and ensure the success of the organization and
- 3) to establish the benchmarks against which the Board can evaluate its performance

Board goals establish the annual expectations of the Board for its own priorities and performance and focus the work, time, attention and structure of the Board.

Board goals must be translated into the annual Board work plan to ensure that they are actually implemented through the work of the Board and its committees. The work plan is the primary tool used by to enable it to anticipate matters which it will consider during the year and to track the status of these matters at the Board and standing Committees.

The Board work plan used in combination with the Board goals provides the benchmark for annually evaluating the performance of the Board in relation to its roles and responsibilities.

Board Goals

On an annual basis, the Board will establish goals that are consistent with the strategic directions and goals of the hospital, the annual operating plan and the specific objectives that the Board must address in the coming year.

The updated annual goals will be used to establish the direction for the Board committees. The Board will establish and utilize a process to monitor and evaluate the achievement of the annual goals for both the Board and its committees.

Board Work Plan

The Board goals will be translated into a work plan that will be established for a 12 month cycle based on the Board year and be structured to link to:

- 1) Board roles of policy development, decision making and oversight
- 2) Board responsibilities for establishing strategic direction, providing for excellent management, ensuring program quality and effectiveness, ensuring financial viability, ensuring Board effectiveness and fostering relationships.
- 3) Annual Board goals

The Board work plan will address the schedule of matters to be considered by the Board as specified in Board policies and a process for the scheduled review of Board policies.

Board Committee Work Plans

Board committee work plans are sub-sets of the Board work plan related to mandated committee responsibilities. They serve to align the Board structure with the Board work plan.

Process

A. Annual Goal and Work Plan Development

- The Governance and Nominating Committee will develop the Board annual goals and work plan under the direction and for approval by the Board, based on the Strategic Directions and goals of the hospital. The planning cycle will begin each year following the Annual General Meeting in order that the goals and work plan can be based on accomplishing a one-year segment of the Strategic Plan.
- Each Board committee will develop its goals and work plan for approval by the Board based on the approved Board goals and work plan.
- A tracking process will be established for all work plans to support goal achievement and performance measurement.

B. Process for Policy Review

- Directors are encouraged to question the clarity and relevance of existing policies and identify the need for additional policies as issues arise.
- Directors perceiving a need for policy development or revision should advise the Chair, who shall refer the issue to the Board. The Board shall determine if and when a policy will be developed or revised.
- Policy development/revision work will be led and coordinated by the Governance and Nominating Committee. Policy development/revision work will be assigned to Board

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committees based on the fit with the committee mandate and responsibilities. This work will form part of each Committee's work plan.

- The Governance & Nominating Committee will provide the Board with an annual monitoring report on policy review completion.
- The Secretary shall maintain an updated policy revision schedule.

C. Board Agenda Planning/Meeting Management

An agenda that is aligned with the Board's roles and responsibilities, annual goals and work plan will be developed for each Board meeting. The Board Chair will assign time allocations to each agenda item and manage the Board discussion to that time allocation. The Board Chair has discretion to table items to the next regularly scheduled meeting of the Board, if time considerations unduly limit any discussion.

Monitoring:

Method: 1. Review of the policy
 2. Annual development and evaluation of Board and Committee Goals/Work Plans

Frequency: Annually