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**MEDICINE HAT COLLEGE  
BOARD OF GOVERNORS  
POLICY MANUAL**

**GP- 5 Annual Board Planning Cycle**

<b>POLICY NAME:</b> Annual Board Planning Cycle	<b>POLICY NUMBER:</b> GP-5
<b>POLICY TYPE:</b> Governance Process	<b>DATE APPROVED:</b> 17 February 2015 <b>DATE REVIEWED:</b> 22 January 2016

The Board will follow an annual planning cycle that will continually improve the Board's performance through education, input and deliberation.

The cycle will begin on July 1 and conclude on June 30 to coincide with the fiscal year.

The planning, activities and reporting calendar of the Board and its committees will be approved by the Board annually at the organizational meeting.

The cycle will include, but is not limited to, the following activities/events, plans, and reports:

- Approve committee membership
- Review Enterprise Risk Management Plan
- Review Board committees' Terms of Reference
- Identify areas of Board improvement required to meet Board-wide continuous improvement goals
- Approve the Board's annual calendar for the next year
- Hold a major *Ends* policies workshop of the whole Board every four years
- Appoint the Vice-Chair
- Schedule presentations from College operations
- Approve tuition fees
- Approve the Annual Report

- Approve the Institutional Scorecard based on key performance indicators (KPI's)
- Approve/affirm Mandate and Roles document
- Approve the operational and capital budget
- Approve the Comprehensive Institutional Plan
- Approve honorary applied degree recipient/s
- Approve Audited Financial Statements
- Meet with students in closed session
- Meet with Alberta Union of Provincial Employees (AUPE) in closed session
- Meet with Faculty Association (FA) in closed session
- Schedule meetings with community stakeholders within our region
- Hold a Board meeting in Brooks
- Hold facilitated Board development renewals twice per year
- Identify Colleges Institutes Canada (CICan) conference attendees
- Attend convocation
- Each committee of the Board will submit its work plan for Board approval
- Receive and/or review reports
  - Report on Board Performance Improvement by the Board Effectiveness Committee
  - Report on the effectiveness of the KPIs, by the proposed Institutional Effectiveness Committee
  - Report on committees' work plans
  - Report from committees
  - Receive report on investments