

Developed by: Governance Committee	Review or Revision by: Governance Committee
Approval Date: Initial: September 2007 Reviewed/Revised Date: November 2010, November 19, 2013	Review or Revision Date: Every Three Years
Approved by: Board of Directors	Signature(s) _____

Policy Statement

Committees act in an advisory capacity to the Board, and it is therefore necessary that the Board receive reports following each meeting.

Policy

Committee reports are presented in writing and included in the Board package. The reports highlight items for action and items for information. The Executive Committee shall report items for information only. There may be times when reports must be verbal due to the timing of the meeting. Supplementary written reports will be distributed via email as soon as possible and handed out at the beginning of the Board meeting.

The focus of the reports is to plan for the future and to offer for discussion issues, which require Board input and approval.

Board members are required to read the committee reports before the meeting, noting any questions to be raised. To accommodate discussion, it may be appropriate to contact the committee Chair in advance of the meeting.

The Chair is responsible to identify any items included in the committee report that should be excluded from the Consent Agenda of the Board meeting.