

STATEMENT OF POLICY AND PROCEDURE

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Subject: **ANNUAL AGENDA** | Sec 2, 1G

Reviewed: 2022/10/04 | Revised: 2022/10/14 | **Effective: 2022/11/25**

SECTION 2 – 1.G

ANNUAL AGENDA

1. The Northern Lights Library System's (NLLS) Board will follow an annual agenda to accomplish its work consistent with Board policies. The agenda will focus Board attention on governance priorities using a systematic annual approach.
2. The following schedule will be followed:

FEBRUARY BOARD MEETING

- Review and approval of audited financial statements
- Review and ratification of the annual Provincial Library Service Branch's (PLSB) reports for NLLS and its service points.

MAY BOARD MEETING

- Organization meeting and election of officers and Executive Committee

AUGUST BOARD MEETING

- First look at draft budget for coming fiscal year

NOVEMBER BOARD MEETING

- Approval of budget for coming fiscal year

BOARD MEETINGS THROUGHOUT THE YEAR

- Policy evaluation, review & revision in accordance with the policy on "Policy Making"
- Development and review of the Plan of Service/Strategic Plan (Revised every three (3) years)
- Board orientation and education

DELEGATED TO THE EXECUTIVE COMMITTEE (see policy "Role of the Executive")

- Executive Director's evaluation
- Approval and submission of PLSB annual reports to the Government of Alberta
- The review and allocation of system financial investments

NLLS Executive Board Chair

November 25, 2022

Date of Approval