
To do its work consistent with Roles and Responsibilities of the Board (Policy Approved/revised March 20, 2013) – the Board will operate with an annual work plan as outlined below. This document is designed as a guideline for planning purposes.

Ideally, Committees should have their action items/reports to the Board of Directors by the deadlines listed below. The Committees are responsible for bringing forward items to the Board Agenda. Under extenuating circumstances, (e.g., a Committee meets after the meeting but before the Board, reports may be submitted upon confirmation with the Chair and Secretary. Please notify the Secretary of any delays of reports.

As of September 2016 there are new documents: [Action Briefing Template](#) and [Information Briefing Template](#) (replacing the any previous forms), Please visit the website for the templates: [Governance Resources](#)

September 2018

Board Executive Committee [Documentation deadline: Aug 24 for Meeting: September 6]

- Development and approve Board Goals for Upcoming Year (approval of the Annual Planning Cycle)
- Review and approval of the Dean-CEO's Annual Performance Evaluation Report (Board Executive Committee/Dean's Review Committee)
- Review and approval of NOSMs Performance Goals 2018-2019 (Review and Approval by Dean's Review Committee) (COO)
 - Approval by the Dean's Review Committee for submission to the Board Executive Committee
- Executive Compensation Report Update (COO)
- NORMED Business Arm Update (COO)
- Collective Agreement Report back (COO)
- Succession Plan Update (COO)
- Dean-CEO search plan and update (COO/HR)
- NOSM Advancement and Alumni Report
- Report of the Dean-CEO
- Board Annual Assessment & Committee Evaluation (discussion)
- Meeting Schedule Planning
 - November face to face session topics, tours miscellaneous planning details

** Months leading up to the Board meetings are set aside for committee meetings. Portfolios and other groups submitting documentation for the Board to review and/or approve must first submit the documentation to the appropriate committee. For more information please contact the Governance Office gkennedy@nosm.ca

Finance, Audit and Risk Management Committee [Documentation deadline: Aug 29 for Meeting: September 10]

- Review audited financial statements, the auditor's report and recommend the appointment of the auditor (FARM Committee)
- Review of the Management Response letter to the Auditors (FARM Committee)
- Review Restricted Assets (if any) (FARM Committee)
- Monitor (approval if required) Deliverables – RFP NOSM Organizational and Operational Review
- Confirm Committee Membership including non-Director and Treasurer/Chair
- DC Pension Committee Update and Report
 - Review membership and appointments
 - Open Request for Volunteer – Board Appointed Member
- Policies for approval [if any]

Governance Committee [Documentation deadline: Aug 28-30 for Meeting: September 8]

Appoint and Approve Non-Director Members of Board Committees

- Governance Committee
- FARM Committee
- Review and provide report on End of Year Board Survey
- Orientation, Professional Development and Presentations
 - Update and plan for year
- Review and recommendations to policies (if any)
 - Discrimination and Harassment (Bill 132/168) Update and progress report on Procedures and Training
- Review and approve the Committee membership with appointed Chairs
- Update on Appointments to the TBRI

Nominating and Community Relations subcommittee

- Review of Task Force plan for Community Engagement/Social Accountability
- Communication plan (Director Communication)
- Review and recruitment for Board members and update if any on non-Director appointments

BOARD MEETING & ANNUAL MEETING OF MEMBERS [Documentation deadline: September 6 for Meeting: September 19]

Annual Meeting of Members and Directors Meeting via Multi-site VC/TC Meeting from room 2002 (Lakehead University -BSC Bldg) and 215 (Laurentian University - Medical School Bldg)

Educational Item/Presentation: Orientation and participation at the NOSM Check Up

- Approval of Board Goals and Annual Planning Cycle (Executive Cmt)
- Approval of the Appointments of the Officers of the Corporation and the Directors (Governance Cmt)
- Executive Compensation Report Update (COO)
- Receipt and Confirmation of Dean-CEO's Annual Evaluation (Executive Cmt)
- Review and approval of NOSMs Performance Goals 2017-2018 (Review and Approval by Dean's Review Committee) (COO)
- Review audited financial statements, the auditor's report and appointment of auditors (FARM Cmt)
- Francophone Reference Group Report
- Indigenous Reference Group Report
- Academic Council Report
- Report of the Dean-CEO
- Update on events related to farewell for Founding Dean

October/November 2018 (some committees may meet end of September)

Board Executive Committee [Documentation deadline: October 18 for Meeting: October 31]

- Status report on the NOSM Performance Goals (COO)
- Report of the Dean-CEO
- Review and Feedback on EoY Survey – recommendations to Governance Cmt
- Meeting Planning
 - November program
 - Presentations and tours etc
- Dean-CEO search update

Finance, Audit and Risk Management Committee [Documentation deadline: October 30 for Meeting: November 12]

- Review of Terms of Reference for Committee (edits to titles)
- Follow up/Review of the Management Response letter to the Auditors (FARM Committee) if not presented earlier

- Review and report on Risk Management (Risk and Planning)
- Review and concept for Board Meeting (November) session
- Review and Feedback on EoY Survey – recommendations to Governance Cmt
- Policy review
 - Occupational Health and Safety Policy (Annual requirement) (Administration/facilities)
 - Investment Policy (Advancement)
 - Naming policy
 - Delegation of signing authorities/signing authorities document
- DC Pension Committee Report (COO)
 - Review of Terms of Reference/Membership
- Investment Committee report
- Joint Benefits Committee report (COO)
 - Membership / report

Governance Committee [Documentation deadline: October 26 for Meeting: November 9]

- Review and Feedback on EoY Survey – recommendations to Governance Cmt
 - Update on progress -discrimination and Harassment (Bill 132/168) Update and progress report on Procedures and Training
- 2017-2018 Directors Recruitment – criteria and direction for NCR subcommittee
- Policy review
 - Occupational Health and Safety Policy (Annual requirement) (COO)
 - Naming Policy (Advancement)
 - Investment Policy (Advancement/FARM)
 - Board Meeting and Board Committee Meeting Policy
 - Board Orientation and Mentoring Policy
 - Board Standing Committee Principles Policy
 - Guideline for the Nomination of Directors
- Nominations Community Relations subcommittee report

Nominating and Community Relations subcommittee [Documentation deadline: November 1 for Meeting: November 14]

- Review and recommendations to online application form (new) and review of skillset definitions if required
- Updated status on NOMA representative on Committee

- Review and plan for Community Engagement/Social Accountability
- Directors Recruitment – criteria and direction from Governance Committee

Board Meeting Face to Face – November 22 & 23 [Documentation deadline: November 9]

Annual Face to Face meeting -Thunder Bay

Educational Item/Presentation: Face to Face Session / Dr. Catherine Cervin – Road to Successful UME Accreditation in Open Meeting

- Dean-CEO Search Update and Approval
- Presentations and Orientation
- Approval of Finance Report and Variance Analysis
- Budget Committee Status Report
- Policy
 - Approval Occupational Health and Safety Policy (Annual requirement) (Administration/facilities)
- Dean-CEO Report and update
- Francophone Reference Group Report
- Indigenous Reference Group Report
- Academic Council Report

January/February 2019

Board Executive Committee [Documentation deadline: February 21, 2019 for Meeting: March 6, 2019]

- Review of Annual Meeting Schedule (Governance Office – Board Executive)
- Status report on the NOSM Performance Goals (COO)
- Succession Plan report (COO)
- NOSM Advancement and Alumni Report
 - Update on naming policy
- Appoint Members of the Annual Review Committee/Set plan
- Retreat preplanning (Board Executive)
- Dean-CEO search update
 - Transition and Communication plan
 - Contract
- Report of the Dean-CEO
- Receive and approval of Board Appointments

- Professor Honorarius/Emeritus-Faculty Affairs

Finance, Audit and Risk Management Committee [Documentation deadline: February 26, 2019 for Meeting: March 11, 2019]

- Annual Report from the Awards Committee
- Budget process update and preliminary review (FARM Committee)
- Risk Management Report
- DC Pension Committee report update/ Benefits Review (if any)
- Investment Committee report

Governance Committee [Documentation deadline: February 22, 2019 for Meeting: March 8, 2019]

- Review of Terms of Reference for Committee
- Preparations for workshops or sessions at May retreat
- Review of Policies
 - Discrimination and Harassment (Bill 132/168) Update and progress report on Procedures and Training
 - Board Orientation and Mentoring Policy
 - Board Standing Committee Principles Policy
 - Guideline for the Nomination of Directors
- Review of attendance and policies
- Nominations Community Relations subcommittee report
 - Recruitment
 - Vacancies
 - Community Relations

Nominating and Community Relations subcommittee [Documentation deadline: February 14, 2019 for Meeting: February 27, 2019]

- Launch of Media / Call for applications to fill vacancies for next year
- Review of recruitment plan, vacancies (Nominating and Community Relations subcommittee)
- Meeting to Shortlist candidates – prepare for interviews
- Community Relations/Social Accountability Project
- Guideline for the Nomination of Directors (tasked from November Governance Cmt meeting)

Board Meeting March 20, 2019 [Documentation deadline: March 7, 2019]

Multi-site VC/TC Meeting from room 2002 (Lakehead University - BSC Bldg) and 215 (Laurentian University - Medical School Bldg)

- Approve Finance Report and Variance Analysis
- Approval of the Annual Meeting Schedule (Executive Committee)
- Advancement and Alumni Report
- Budget process update and preliminary review (FARM Committee)
- Status Report – Recruitment process (Governance/NCR)
- Policy Review and Approval
- Dean-CEO search update & Transition and Communication plan (Committee Update/Chair)
- Approval of Board Appointments (Professor Honorarius/Emeritus)
- Francophone Reference Group Report
- Indigenous Reference Group Report

March - April 2019

Board Executive Committee [Documentation deadline: April 4, 2019 for Meeting: April 17, 2019]

- Status report on the NOSM Performance Goals – current year (COO)
 - Draft NOSM Performance Goals 2018-2019 for review (COO)
- Finalize retreat agenda and itinerary – proposal of next year’s location (Executive Committee)
- NORMED Business Arm Update (COO)
- Dean-CEO Search plan and update (Committee Update/Chair)
 - Transition and Communication plan update
- Collective Agreement Update/Report (COO)
 - Unit 2 Agreement (May 1, 2016 – April 30, 2020) - FYI
- Report of the Dean-CEO
- Succession Plan update (COO)

Finance, Audit and Risk Management Committee [Documentation deadline: April 10, 2019 for Meeting: April 23, 2019]

- Financial reports and Budget Development Review (Farm Committee)
- Review of and recommend annual operating budget (FARM Committee)
- Economic Increase projection/motion
- Risk Management Quarterly Update
- Advancement and Awards Committee report
- DC Pension Committee report and Financials
- Investment Committee report

- Joint Benefits Committee Report

Governance Committee [Documentation deadline: April 12, 2019 for Meeting: April 26, 2019]

- Board Annual Review (Governance Committee)
- Review and recommendations to policy changes (noting changes to by-law if any)
- Review and confirm the slate of candidates for vacancies on the Board from the NCR Committee
- Review of Policies
 - Discrimination and Harassment (Bill 132/168) Update and progress report on Procedures and Training
- Develop process and timing for End of Year Survey for Directors (before/after May meeting)

Nominating and Community Relations subcommittee [Documentation deadline: March 28, 2019 for Meeting: April 10, 2019]

- Interview days on shortlisted candidates
- Review and confirmation of new Directors and remaining vacancies (Nominating and Community Relations sub Committee)

Board Meeting – Annual Retreat – May 9 & 10, 2019 [Documentation Deadline: April 26, 2019]

Retreat

- Approval Finance Report and Variance Analysis
- Approval of Operating Budget for Upcoming Year/Report
- Operational Plan Annual Report
- Succession Plan Update [closed meeting item]
- NOSMs Performance Goals / Strategic Plan
- Dean-CEO Transition and Communication plan
- Advancement Report (Advancement)
- DC Pension Financial Statements approval
- Economic Increase motion (if any)
- Community Report/Communications Presentation (Communications)
- Appointment/Reappointment of Directors and report (Governance/NCR)
- Bylaw review and changes (if any)
- Status Report on the Expert Panel Recommendations
- Policy Review and Approval
- Francophone Reference Group Report

- Indigenous Reference Group Report
- Portfolio Updates or Reports

June/July 2019

- Board in recess

Board Executive Committee [Documentation deadline: June 4, 2019 for Meeting: June 17, 2019]

- Final committee meetings (if required)
- Annual Dean-CEO's Evaluation
- **Dean-CEO search plan and update (Committee Update/Chair)**
 - Transition and Communication plan update
- Report of the Dean-CEO

Finance, Audit and Risk Management Committee [TBD]

- Final committee meetings (if required)
- Risk Management Update

Governance Committee [Documentation deadline: May 31, 2019 for Meeting: June 14, 2019]

- Final committee meetings (if required)
- Annual Review of Board Goals
- Annual Board Evaluation and Skills matrix check up
- Review of Committee Structure/Appointments
- Connect mentors with new directors
- Update on Mentoring program
- Review of Policies and Bring Forward Items
- Launch End of Year Survey (if required)

Nominating and Community Relations subcommittee [Documentation deadline: May 30, 2019 for Meeting: June 12, 2019]

- Community Relations and Social Accountability project
- Confirm Community Membership for next year
- Review and confirm Standing Committee membership