

Board Drop Box Protocol – September 2020

Area	Items Required	Process	Person Responsible
Board Meetings	Agenda, Documents and Minutes for each meeting excluding in-camera items. In-camera minutes and documents are retained by the S/T Each meeting will have a separate sub-folder.	S/T - 10 days prior to meeting, agenda and documents posted in specific meeting folder. Minutes added to folder when approved.	Secretary/Treasurer
Board Administration	Current year meeting schedule, Current contact list, Current Board agreement, Current Expense forms Current Event itineraries (i.e.: board itinerary for PD Week), Marketing (i.e. letterhead), Pictures	S/T – meeting schedule & expense form as updated DG – Board agreement and current expense forms	Secretary/Treasurer and Director, Governance
PSMW	Current plus 1 year past – Final Budget and Program	S/T – when complete	Secretary/Treasurer
PD Week	Current plus 1 year past – Final Budget and Program	S/T – when complete	Secretary/Treasurer
AGM	Agenda, Minutes, Presentations	Agenda and Presentations prior to AGM of current year. Draft minutes when complete, and replaced with approved minutes.	President
CEO Reports	CEO Report to Board – includes regular reports as well as project reports. In-camera reports are retained by the Secretary/Treasurer	CEO – 10 days prior to meeting	CEO
Board Orientation Manual	Introduction, Vision Products & Partnerships, Roles & Structure, Strategic Plan, Annual Reports, Financials	Updated every June, or as changes occur.	Director, Governance
Bylaws, Policies and Reports	Current versions of Bylaws, Policies and Board generated reports (i.e.: audit)	Updated as changes occur	Director, Governance
Annual Budget and quarterly financials	Current year budget and Board financial reports	Updated quarterly or as required	CEO/Secretary/Treasurer

The Board Drop Box is not the official record. The Drop Box is a working tool for the Board, providing a single source/location for Board members to quickly and easily find relevant information.