
**DIAGNOSTIC SERVICES OF MANITOBA
BOARD OF DIRECTORS POLICY**

Policy Name:	Board Agenda Planning & Reporting Cycle	Number:	GP-14
Policy Type:	Governance Process	Date Approved:	March 8, 2006
		Date Amended:	March 10, 2010

The Board shall maintain control of its own agenda.

1. It shall develop an annual schedule which includes, but is not limited to:
 - 1.1. Monitoring and reviewing the Ends policies in the two year review cycle in order to allow the CEO to incorporate these changes in the planning and budget for submission to the Provincial Department of Health;
 - 1.2. Monitoring the Board's own compliance with its Governance Policies, and a review of the policies themselves;
 - 1.3. Participating in Board orientation and education; and
 - 1.4. Scheduling time for monitoring compliance by the CEO with Executive Limitations policies at the time the policies are reviewed.
2. Based on the outline of the annual schedule, the Board may delegate to the Chairperson the authority to fill in the details of the meeting content. The detailed agenda shall be prepared jointly by the Board Chairperson and the Chief Executive Officer and shall be approved by the Board. Potential agenda items shall be reviewed to ensure that they relate to the Board's job description. The criteria shall include:
 - 2.1. Clarification as to whether the issue belongs to the Board or the CEO; and
 - 2.2. Identification of what category an issue relates to - ends, executive limitations, governance process, board-executive linkage.
 - 2.3. The Chair will determine the appropriateness* of the inclusion of presentation items on the agenda, time allotted to the agenda, and the date at which such presentation fits with the Board's schedule.

* *except those items that have been previously scheduled/approved by the Board in its annual calendar of events.*

2.3.1 Where the Chair has determined that a requested presentation is not appropriate for the Board's agenda, the Chair shall advise the Board and the Board may consider this advice at the next regular meeting.

3. Convene regular meetings in accordance with the by-law.