TITLE	Timely Board Information Delivery
POLICY NUMBER	2.30
DOMAIN NAME	Governance
NEXT REVIEW DATE	**14 September 2021**
DATE OF APPROVAL	14 September 2019
ISSUING AUTHORITY	**Tłı̨chǫ Community Services Agency**
ACCREDITATION STANDARD	Governance Standard 13.5

POLICY AND GUIDING PRINCIPLE:

The Tłı̨chǫ Community Services Agency (TCSA) is entrusted with the protection of the public interest of the Tłı̨chǫ communities of the Northwest Territories in the areas of Education, and Health and Social Programming. In order for the TCSA board members to establish goals and objectives, make and approve policy, and ensure that the powers, duties, and functions of the Agency are carried out it is essential that TCSA board members receive all material, documentation, and information with enough time to prepare for board meeting and decision making.

PURPOSE/RATIONALE:

This policy addressing Timely Board Information Delivery address the need for the TCSA Board Members to have all necessary materials in order to execute their duties and make informed decisions on the governance of the TCSA.

SCOPE/APPLICABILITY:

This policy applies to all TCSA management and staff who submit reports in Education, Health and Social Services, and Finance to the CEO for submission to the board.

DEFINITIONS: N / A

PROCEDURE:

1. No later than one week prior to TCSA Board meetings the Board shall receive by electronic submission:
    - **a.** Draft agenda
    - **b.** Minutes of the previous meeting
    - **c.** Up to date Action Log

d. Chairperson's report
e. CEO report
f. Health and Social Services report
g. Education report
h. Quality and Risk management report
i. Finance report
j. Ethical Decision Making guide – algorithm
k. Board meeting evaluation forms
l. Policies for review, 1st, 2nd, or 3rd reading
m. And any additional items deemed appropriate for the board meeting

2. Hard copies of the items identified in step 1, will be supplied at the time of the meeting

3. If a board member requires paper copies before the board meeting this can be arranged upon request

CROSS-REFERENCES: N / A

APPROVAL:

Reviewed and Approved By: _____ Sept 16, 2019
(Chairperson, Date)

Reviewed and Approved By: _____ Sept 16, 2019
(Chief Executive Officer, Date)