TCSA Policies & Procedures

Section: Board Governance & Operations Reference: 2.9

Policy Title: **Board Meeting Notice**

Policy Statement:
The TCSA recognizes that board members will make better decisions when they are well prepared. Members are responsible to attend all meetings of the board well prepared to present the concerns of their community or discuss other matters on the agenda. Advance notice and information about meetings shall be distributed to assist members in their preparations.

Purpose:
The purpose of this policy is to clarify the importance of advance notification of meetings and board member preparation.

Procedures:
1. The Chief Executive Officer will inform all members of the date, time and location of all regular and special meetings as soon as these are formalized by consultation with the members and their individual schedules;

2. Agendas for all regular and special meetings will be completed by the Chief Executive Officer after consultation with the chairperson and/or members of the Board and distributed as soon as possible after a date, time and location of a meeting has been formalized;

3. Supporting materials and documentation for the agenda will be provided to the board members in advance of the meeting whenever possible;

4. Meeting location and catering, travel, accommodation, honoraria and per diem expense arrangements are made by a TCSA staff member delegated this responsibility by the Chief Executive Officer.

Authorities:
TCSA Act 13; Education Act, 117; Hospital Insurance & Health and Social Services Administration Act, 10(10), 13(1)

Approval Dates: 2008/June 18

Chairperson _____ CEO _____