



AGENDA DEVELOPMENT

Category:

BOARD GOVERNANCE

Policy Number:

BG-8

Board Approval Date:

October 24, 2024

Objective:

To accomplish its governance and fiduciary obligations consistent with Board policy, the Board will follow an annual agenda which (a) allows time for strategic and proactive discussions and (b) continually improves Board performance through Board education and enriched input and deliberation.

Scope:

This policy applies to all members of the Olds College Board of Governors.

Definitions:

Policy:

1.	The Board shall maintain control of its own agenda by developing a multi-year cycle and an annual schedule that guides the Board's discussions regarding the business to be managed, the strategic direction for the organization and the flow of needed information, including items noted below:	
1.1	Review the Strategic Priorities on an annual basis on a timeline that allows the President to build a budget based on accomplishing a one year segment of the Board's strategic priorities.	
1.2	Contextual information related to the institution and the broader post-secondary sector.	
1.3	Risk assessment, including probability of risks and impact of particular risks as background context.	
1.4	Ongoing policy review and development.	
1.5	Regular Board self-evaluation.	
1.6	Organizational performance and monitoring of the President.	
1.7	Education to assist the Board in fulfilling its fiduciary obligations.	
2.	Based on the annual Board of Governors Work Plan, the Board delegates to the Agendas Committee the authority to fill in the details of the meeting content.	
2.1	The Agendas Committee will be composed of the Board Chair, Board Vice Chair, President and Board Secretary.	
2.2	Within the confines of the annual cycle, the meeting agenda shall be flexible enough to accommodate emergent items.	



	2.3	A Board member may request that an item be added to the meeting agenda, using the “Request for Agenda Item” form and submitting it to the Board Chair and Board Secretary by the second Monday of the month in which the meeting is scheduled.
	2.4	The Agendas Committee shall ensure that the items included on the meeting agenda fall within the purview of board governance and maintain the separation between governance and operations.
	3.	The Board will attend to the Legislative Compliance Approvals Agenda items as expeditiously as possible.
	3.1	The President will supply for the Legislated Approvals Agenda all items delegated to the President, yet required by law, regulation or contract to be Board-approved, along with applicable contextual information in the form of a Briefing Note.
Related Information:	BG-16 Agendas Committee TOR BG-19 Investment in Governance Board of Governors Annual Work Plan	
Related Procedures:	BG-8.1 Agenda Development Procedure	
Review Period:	3 years	
Revision History:	New: October 2024 Reviewed: October 23, 2025	

