

RODS Executive Committee 2021-22 Work Plan

Date of Meeting	Work and Agenda Items	Committee Lead Accountability	Completed
September 2021 (prior to 1 st Board meeting)	Ongoing Annually - Committee's first meeting of the year following AGM, welcome new members, update Committee with Terms of Reference and establish committee meeting dates for the upcoming year. - Establish Committee annual work plan to be approved at Board September meeting. - Finalize agenda for annual Board strategic planning retreat. - Discuss relevant pandemic-related issues (e.g. format of Board meetings: in-person versus Zoom)	Jim	yes
October 2021	Oversee and Chair the annual Board strategic planning retreat.	Jim	yes
January 2022	Ongoing Annually - Review and ensure policies are in place that define the role and parameters of the ED and the relationship with the Board (align with Governance Committee). Special Project - Review and affirm that the ED job description is up to date and in alignment with governance policy. Make recommendations (if necessary) to the Board for February meeting. Consider drafting job ad for future reference.		
February 2022	Ongoing Annually Commence the process of the ED performance evaluation - initial discussion on the process e.g. affirm tool, process, 360 participants (staff, Board, stakeholders).		
May 2022	Ongoing Annually - Approve ED performance review and ratings as a committee. - Affirm ED compensation proposal. - Propose performance goals and direction for upcoming year for ED. - Make recommendations at April/May Board meeting for approval of ED performance evaluation, goals and compensation.		
June 2022	Ongoing Annually - The Board Chair (and other members of the Committee as delegated) delivers the Performance Review to the Executive Director and provides direction regarding goals and objectives for the upcoming year. - ED contract and compensation is finalized. - Executive Committee completes year-end committee evaluation.		

June 2022	Ongoing Annually • Prepare for leading AGM • Commence planning and determine desired outcomes for annual strategic planning retreat in October.		
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Future projects:

- Establish and affirm the performance evaluation tool and process reflective of ED job description, parameters and best practices tools.