

RODS Executive Committee 2024-25 Work Plan

Date of Meeting	Work and Agenda Items	Committee Lead Accountability	Completed
July/August 2024	Special Project – Board Professional Development Retreat – Getting our House in Order - Work with facilitator and the planning committee to develop PD event for September. - Update board on progress and finalize content for PD. First quarterly meeting with the ED August 1 ST - Determine frequency of meetings with ED - Confirm ED coverage for September - Review the Balanced Scorecard Template and discuss challenges - Other items as identified by ED	Chair and Planning Committee Chair and Exec Committee	All Complete
September 2024	Special Project - facilitated - Develop Action Items emerging from the session - Clarify Roles of the three Committees. - Review board members roles and responsibilities - Draft Board Annual work plan	Chair	All Complete
October 2024	- Finalize Action Items and other doc's emerging for the Sept 14 session summarize and post to portal - Work with Shelly and Keith to implement immediate Action Items. - Finalize Board work plan for 2024-25 - Board approved ED Job Description ready to be shared with ED for feedback.	Chair and Executive Committee	All Complete
November 2024 (prior to Nov Board meeting)	- Second quarterly meeting with the ED – Nov 18 (rescheduled to Nov 25) - Review Populated Strat Plan Dashboard - Review Strategic Objectives Expectations for ED - Review ED Job Description - Other items as identified by ED - Develop and approve TOR and Work Plan to present at Nov Board Meeting - Special Project - Work with Laurie Smith to develop a proposal for Succession Planning for the ED – short term and long term – discuss with Executive Committee; present proposal at the November/January board meeting.	Executive Committee and ED Chair and Exec Committee Chair and Exec Committee	Incomplete – reschedule meeting Complete In progress
December 2024	Annually In camera executive committee meeting as required - Develop and review Board professional development plan and Self Evaluation Survey - Develop ED Five Point Performance Rating using the 2024/2025 Expectations document. - Review current ED compensation package and start planning compensation package for 2025/2026 - Special Project - Succession Planning – follow up as required	Anda Anna Bina Anda	
January 2025	Annually - Once reviewed and agreed upon by ED, the Board approves Final ED Job Description. - Ensure that the JD is aligned with the Constitution and the Governance Policy roles and responsibilities for the ED. - Special Project – Succession Planning	Chair and Executive Committee	

February 2025	In camera Executive Committee meetings as needed. • In Camera Board session - Present the ED Five Point Performance Rating document to the Board prior to sharing the document with the ED. Once approved by the Board, share the document with the ED. • Special Project - Finalise succession plan for ED – Short and Long term and	Chair and Executive Committee	
March 2025 (prior to the March Board meeting)	Annually In camera Executive Committee meeting as needed. • Quarterly Meeting with ED to review achievements for the year based on the Five Point Performance Rating document ◦ Discuss ED direction, performance goals and key objectives for the upcoming year. • In Camera Board Session - Present document to the Board for review and approval	Chair and Executive Committee	
April 2025 (prior to the April Board meeting)	Annually In camera Executive Committee meeting as needed. • Finalise ED performance review and develop compensation package proposal for 2025/2026. • Finalize ED's direction, performance goals and key objectives for 2025/2026. • Options for Retreat planning to discuss at April Board meeting • In Camera Board Meeting - Present to April Board meeting for feedback and/or approval: ◦ ED performance evaluation, ◦ ED compensation ◦ ED direction, performance goals and key objectives.	Anda, Bina Anna, Anda Exec Committee and ED Chair/Executive Committee	
May 2025	Annually • The Executive Committee meets with the ED to confirm ◦ The performance review ◦ direction regarding goals and objectives for the upcoming year. ◦ ED compensation package for 2025/2026. • Update succession planning for ED position (both temporary and long-term)	Executive Committee and ED	
June 2025	Annually • The Executive Committee delivers the finalised performance review to the ED and provides direction regarding goals and objectives for the upcoming year. • 2025-26 ED compensation is finalized by the Board. • Board receives self-evaluation survey	Executive Committee/Chair	
June AGM	Attend meeting		
July 2025/August 2025	• Work on Projects as necessary • Review feedback from Survey	Chair/Executive Committee	
Sept 2025 (prior to Board Meeting)	Annually • Welcome new members, update Committee with Terms of Reference and establish committee meeting dates for the upcoming year. • Update Committee terms of reference • Establish Committee annual work plan to be approved at Board September meeting. • Finalize agenda for annual Board retreat.	Chair/Executive Committee	