

## GOVERNANCE COMMITTEE 2023-2024 Annual Work Plan

In addition to the specific items listed in the Annual Work Plan, the following Standing/Consent Agenda items may be included at each meeting:

1. Governance Committee Agenda
2. Minutes of prior Governance Committee meetings
3. Governance Committee Open Action Items Register
4. NBCC legislated reporting requirements update
5. Changes to legislation or public policy (will be reported as required)

The Committee has the discretion to move items between and among meetings but will cover all work plan items over the course of the year.

DATE	ITEM
<b>August 24, 2023</b>	<ol style="list-style-type: none"> <li>1. Review plans for 2023 Election for Student Governor (Consent Agenda) (<i>moved to Nominations Standing Committee</i>)</li> <li>2. Review and Recommend for Approval 2024-2025 Board Meeting Calendar (Consent Agenda)</li> <li>3. Governance Committee Orientation (<i>Clause 5.5 ToR<sup>1</sup></i>)</li> <li>4. Annual review of Governance Committee Terms of Reference (<i>Clause 5.1 ToR</i>)</li> <li>5. Review and Recommend for Approval Governance Committee 2023-2024 Annual Work Plan (<i>Clause 4.1 ToR</i>)</li> <li>6. Review and Recommend for Approval draft 2022-2023 NBCC Annual Report (<i>Clause 2.3.2 ToR</i>)</li> <li>7. Strategic Review of Q1 2023-2024 Performance Management Dashboard</li> <li>8. Confirm strategic discussion topic for September Board meeting</li> <li>9. Board Evaluation Debrief and 2023 Board Action Plan (<i>Clause 2.2 ToR</i>)</li> <li>10. Review 2023 Governance Committee Annual Evaluation (<i>Clause 5.3 ToR</i>)</li> <li>11. Consider recommending creation of Nominations Standing Committee</li> <li>12. Verbal Update on Memorandum of Understanding negotiations with PETL</li> <li>13. Review Board Leadership Covenant (signed annually at Fall Board Development Session)</li> </ol>
<b>November 23, 2023</b>	<ol style="list-style-type: none"> <li>1. Business Plan Priorities Discussion (<i>Clause 2.3.2 ToR</i>)</li> <li>2. Review draft Memorandum of Understanding with Department of Post-secondary Education, Training and Labour</li> <li>3. Strategic Review of Q2 2023-2024 Performance Measurement Dashboard</li> <li>4. Confirm strategic discussion topic for December Board meeting</li> <li>5. Discuss Board Evaluation process for 2023-2024 (academic year) (<i>Clause 2.2 ToR</i>)</li> <li>6. Policy Review: (<i>Clause 2.1.3 ToR</i>)               <ol style="list-style-type: none"> <li>6.1. Code of Conduct (annual review recommended) (<i>Clauses 2.1.4 &amp; 2.1.5 ToR</i>)</li> <li>6.2. Conflict of Interest (annual review recommended) (<i>Clauses 2.1.4 &amp; 2.1.5 ToR</i>)</li> </ol> </li> </ol>

<sup>1</sup> [Governance Committee Terms of Reference](#) (ToR)

DATE	ITEM
<b>February 22, 2024</b>	<ol style="list-style-type: none"> <li>1. Strategic Review of Q3 2023-2024 Performance Measurement Dashboard</li> <li>2. Confirm strategic discussion topic for March Board meeting</li> <li>3. Review and Recommend for Approval draft 2024-2025 Accountability Framework and Reporting Guide to Government (<i>Clause 2.3.2 ToR</i>)</li> <li>4. Annual review of Board’s governance framework to ensure existing governance policies meet current best practices and recommended changes (if any) (<i>Clause 2.1.3 ToR</i>)</li> <li>5. Policy Review: (<i>Clause 2.1.3 ToR</i>)               <ol style="list-style-type: none"> <li>5.1. Board Advocacy and Stakeholder Engagement (standard 5-year review)</li> <li>5.2. Media Relations and Communications (standard 5-year review)</li> </ol> </li> </ol>
<b>May 16, 2024</b>	<ol style="list-style-type: none"> <li>1. Annual assessment of Governance Committee’s performance (<i>Clause 5.3 ToR</i>)</li> <li>2. Review and Recommend 5-year Organization &amp; Operational Framework (<i>Clause 2.3.2 ToR</i>)</li> <li>3. Strategic Review of Q4 2023-2024 Performance Measurement Dashboard</li> <li>4. Confirm strategic discussion topic for June Board meeting</li> <li>5. Annual review of NBCC By-Laws (<i>Clause 2.1.2 ToR</i>)</li> <li>6. Annual review of Board Standing Committee Structure</li> <li>7. Annual review of Board of Governors’ Terms of Reference</li> <li>8. Policy Review: (<i>Clause 2.1.3 ToR</i>)               <ol style="list-style-type: none"> <li>8.1. Board’s Relationship with President &amp; CEO (standard 5-year review)</li> <li>8.2. Protected Disclosure (Whistle-blower) (annual review recommended) (<i>Clause 2.1.4 ToR</i>)</li> </ol> </li> </ol>