



## **BOARD OF DIRECTORS MEETINGS**

### **POLICY**

THAT a minimum of five (5) meetings of the Board of Directors are normally called annually. The meetings are usually scheduled as follows:

- A. June, in conjunction with the Annual General Meeting of the Institute
- B. October
- C. Late November or early December
- D. Early March
- E. Early May

The By-Laws of the Institute allow for meetings of the Board of Directors by telephone and these meetings can be called at any time, with the giving of appropriate notice.

A sample Notice of Meeting and Agenda are included in the Directors' Manual. These documents are normally sent seven (7) days prior to a meeting along with all related material(s).

The Board of Directors usually holds its meetings in various Canadian and U.S. cities, often in conjunction with workshops, regional, national and joint conferences. The October meetings are usually held for two days including one day for a Strategic Planning session.

Minutes for the Board of Directors' meetings are prepared by the President & CEO and circulated to all Directors shortly after the meeting.

**Board of Directors**  
October 5, 2011