



SUBJECT	Board Meeting Cycle Critical Path
SUBMITTED TO	Executive Committee
MEETING DATE	November 24, 2020
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	For information only - No action requested
LEAD EXECUTIVE	Karen Hakkarainen, Board Secretary
SUPPORTED BY	N/A

EXECUTIVE SUMMARY

The attached table sets out the timelines and parameters through which the Board Secretariat sets the critical path for Board submissions for any given cycle. This information is provided to the Governance and Executive Committees in response to questions that arose at the September 10, 2020 Executive Committee meeting as to how deadlines for submissions are set and communicated to the administration.

APPENDICES

1. Board Meeting Cycle Critical Path

Board Cycle Critical Path		
Task	Timeline	Notes
Build Committee agendas	8 weeks before Committee Meetings	- Secretariat Office request agenda items from VPs/VP Assistants
Committee agenda setting meetings	6-7 weeks before Committee Meetings	- Send submission deadline reminder
Board debrief & Committee agenda review meeting	6 weeks before Committee Meetings	- Debrief previous Board cycle - Review all committee agendas with broader UBC staff for upcoming cycle - Send submission deadline reminder
Board agenda setting meeting	5-6 weeks before Board Meeting	
Upload draft agendas on Diligent	5 weeks before Committee Meetings	
Draft schedule for both Committee days	5 weeks before Committee Meetings	- Draft order of committees
Committee Submission deadline	3 weeks before Committee Meetings	
Secretariat Office review & approve Committee materials	3 weeks before Committee Meetings	- Review submitted materials - Follow-up on outstanding submissions - Send materials back to VP Offices for clarification/edits - Send materials to President's Office once approved by Secretariat
President's Office review & approve Committee materials	2 weeks before Committee Meetings	- Executive Director review submissions before President - Send materials back to Secretariat Office once approved by President
Collate approved Committee materials	1 week before Committee Meetings	- Follow-up with President's Office on outstanding approvals
Upload Committee materials to Diligent	1 week before Committee Meetings	- Post open agenda and on website - Send calendar invites
Pre-Meeting check-in	1-2 days before Committee Meetings	- Run through agenda & speaking notes with Committee Chairs
Committee Meetings	1-2 weeks before Board Meeting	
Committee Meetings	1-2 weeks before Board Meeting	
Board Submission deadline	2 weeks before Board Meeting	
Secretariat Office review & approve Board materials	2 weeks before Board Meeting	- Review submitted materials - Follow-up on outstanding submissions - Send materials back to VP Offices for clarification/edits - Send materials to President's Office once approved by Secretariat
President's Office review & approve Board materials	2 weeks before Board Meeting	- Executive Director review submissions before President - Send materials back to Secretariat Office once approved by President
Collate approved Board materials	1 weeks before Board Meeting	- Follow-up with President's Office on outstanding approvals
Upload Board materials to Diligent	1 week before Board Meeting	- Post open agenda and on website - Send calendar invites
Pre-Meeting check-in	1-2 days before Board Meeting	- Run through agenda & speaking notes with Chair
Board Meeting	-	
Follow-up with Board Chair	2-3 days after Board Meeting	- Discuss follow-ups with Board Chair