

ANNUAL STRATEGY MEETING

Each year the Board of Directors shall hold an Annual Strategy Meeting within 90 days of the annual election. All individuals who will be serving a term on the Board of Directors for the next fiscal year are required to attend.

LOCATION AND DURATION

The Strategy Meeting shall be held at the HSCG headquarters or other suitable location determined by the Executive Director and/or Executive Committee.

The Strategy Meeting should be not less than two days, with all board members arriving the day before and leaving the day after.

On years when a new President is taking office, the outgoing President and the incoming President should meet the day before the Strategy Meeting. During that time the outgoing President is responsible for turning over all information pertinent to the position and ensuring the incoming President is fully briefed, understands the nuances of running the organization, and is prepared for the coming term.

GOALS

The goals of the Annual Strategy Meeting are:

- 1) Ensure all Board Members are trained to carry out their duties.
- 2) To develop strategies and plans for the upcoming year to fulfill the mission statement of the HSCG
- 3) To review an annual budget for the next fiscal year.

BUDGET

The Executive Director shall provide all Strategy Meeting attendees with a skeleton budget and financial information at least two weeks before the strategy meeting. As the meeting progresses and actual strategies and goals are delineated, the skeleton budget should be amended to reflect the actual planned activities for the upcoming year.

After the meeting, the final budget should be completed and submitted to the Board of Directors for approval no later than August 15th.

TRAINING

Each Annual Strategy Meeting shall include training of all attendees. Training shall include, at a minimum: applicable business and non-profit law, HSCG Bylaws, Roberts Rules and parliamentary procedure, HSCG policy, and the general operating procedures of the Board of Directors. Board members should become familiar with HSCG staff and their duties.

Board training may be provided by the President, Executive Director, Policies Procedures and Bylaws Chair, a Parliamentarian and/or another consultant as deemed appropriate by the President and approved by the Board of Directors.

BOARD MEMBER SIGNATURES

Each year every Board Member is required to sign a Conflict of Interest statement and an Affirmation of Agreement and Compliance with the Board Protocol. The current Secretary/ Treasurer should provide sufficient copies of both documents ready for signature by all Board Members. Signed copies will be stored at the HSCG headquarters.

PARTICIPATION AND DECISION MAKING

The incoming President presides over the Annual Strategy Meeting.

The incoming Board of Directors may only officially vote once they take office.

Approved by the
HSCG Board of Directors

History:

Dec 13, 2007	(v1) Original Publication Date
June 30, 2009	(v2) Revised to add sections "Location and Duration", "Board Member Signatures" and "Participation and Decision Making" and to clarify that the skeleton budget should be adjusted based on the strategies and goals for the coming year(s).
Oct. 7, 2013	(v3) Revised to incorporate name change and to change the location of the meeting.
Mar 20, 2018	(v4) Revised to update who attends the meeting, and responsibilities for meeting preparations.
2022	(v5) Revised and updated.