

## ORGANIZATIONAL POLICY

December 13, 2007 (v4)



# ANNUAL STRATEGY MEETING

Each year the Board of Directors shall hold an Annual Strategy Meeting after the annual elections and before the start of the next term of office (which starts July 1st). 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 in person prior to 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 on and oriented to the laws, rules, guidelines, policy and operating basis that guide the Board of Directors in the execution of their duties.
- 2) To develop strategies and plans for the upcoming year to fulfill the mission statement of the HSCG
- 3) To complete 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 15<sup>th</sup>.

## TRAINING

Each Annual Strategy Meeting shall include training of all attendees to ensure that they are familiar with trade association guidelines, *Roberts Rules of Order*, HSCG bylaws and existing HSCG policy. The President and Executive Director shall ensure that incoming board members are sufficiently oriented to the mission statement, history, issues and operations of the HSCG and the Board of Directors, and that they receive any necessary training to ensure they get a productive start to their terms.

Said 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 should provide sufficient copies of both documents ready for signature by all Board Members. Signed copies will be stored at the HSCG headquarters.

The Executive Director should also bring new signature cards for the HSCG bank account(s) so changes in the signatories for the banks accounts can be easily effected in accordance with the HSCG *Financial Management Policy*.

## PARTICIPATION AND DECISION MAKING

The President presides over the Annual Strategy Meeting.

The Board of Directors for the upcoming year may agree on what they want to do, but cannot make any binding decisions (as they are not in office yet). It is customary that any points so agreed are noted and then officially voted on at their first official meeting after they take office. Some of the issues usually decided in this manner are the appointment of the Vice-President, Treasurer and Secretary and any Committee Chairmanships.

Approved by the Board of Directors  
December 13, 2007

### History:

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| 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.   |