**South Calgary Primary Care Network**

**Board of Directors**

**Annual Work Plan / Standing Agenda 2021 – 2022**

|  |  |  |  |  |  |  |  |  |  |
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| **Item** | **Description** | **April****2021** | **June****2021** | **July****2021** | **October****2021** | **November****2021****RETREAT** | **December** **2021** | **February****2022** | **March** **2022** |
| **STRATEGIC OVERSIGHT** |
|  | **Annual Strategic Retreat Vision- Mission – Vision 2025*** **Joint governance retreat SCPCN and SAPCA**
 |  |  |  |  |  |  |  |  |
|  | **Review and approve (Quarterly) SCPCN Business Package** |  |  |  |  |  |  |  |  |
| * **Augmented Business Plan 2020-2022**
 | * **Q4**
 |  |  | * **Q1**
 |  | * **Q2**
 | * **Q3**
 |  |
| * **Enterprise Risk Management Report and Heat Map**
 |  |  |  |  |  |  |  |  |
| * **Board ScoreCard**
 |  |  |  |  |  |  |  |  |
| * **Financial Statements**
 |  | * **Q4**
 |  | * **Q1**
 |  | * **Q2**
 | * **Q3**
 |  |
|  | **Operational oversight and Zonal Insight:*** **Executive Director’s Report**
* **Medical Director’s Report**
* **SAPCA Chair Report**
* **PCN Leads Report**
* **AHS Zone Report**
* **Other**
 |  |  |  |  |  |  |  |  |
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 |
| **FINANCIAL OVERSIGHT** |
|  | **Review and approve ‘SCPCN Mid-Year Report’ to AH** |  |  |  |  |  |  |  |  |
|  | **Review and approve request(s) for annual ‘Business Plan Amendments’ (BPA)** |  |  |  |  |  |  |  |  |
|  | **Review and approve ‘SCPCN Augmented Business Plan 2020-2022’** |  |  |  |  |  |  |  |  |
|  | **Review and approve ‘SCPCN Annual Operating Budget 2021-2022’** |  |  |  |  |  |  |  |  |
|  | **Review and approve annual audited financial statements** |  |  |  |  |  |  |  |  |
|  | **Review and approve SCPCN Annual Report to AH*** **Presented as ‘Report of Board’ at March AGM**
 |  |  |  |  |  |  |  |  |
|  | **Review annual ‘Business Cycle’ Timelines** |  |  |  |  |  |  |  |  |
|  | **Annual review of contracts over $100K*** **‘Northern Backup Inc’ Managed Services (November)**
* **“UpToDate’ Software (March)**
 |  |  |  |  |  |  |  |  |

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| **OVERSIGHT OF FINANCIAL MANAGEMENT** |
|  | **Review audit plan and recommend execution of engagement letter including audit fees*** **For approval at March AGM**
 |  |  |  |  |  |  |  |  |
|  | **Review recommendations in auditor’s ‘Management Letter’ and receive management’s response** |  |  |  |  |  |  |  |  |
|  | **Receive and review auditor’s ‘Findings Report’ at conclusion of audit** |  |  |  |  |  |  |  |  |
|  | **Hold in camera meeting with auditors** |  |  |  |  |  |  |  |  |
|  | **Review auditor’s performance and recommend auditor for ensuring year*** **For approval at March AGM**
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| **BOARD COMMITTEE OVERSIGHT** |
|  | **Annual review of Full Board Terms of Reference** |  |  |  |  |  |  |  |  |
|  | **Identify and formalize annual goals for Full Board*** **Two meetings; identify and approve**
 |  |  |  |  |  |  |  |  |
|  | **Annual review and approval of Board Committee documentation*** **Terms of Reference, Goals, membership**
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| **GOVERNANCE PERFORMANCE IMPROVEMENT** |
|  | **Review and approval of Board Performance Improvement Plan (PIP):*** **AH- mandated Full Board Assessment**
* **AH- mandated Director Self-Assessment**
* **Board Chair Assessment December 2021**
 |  | * **Deferred**
 |  |  |  |  |  |  |
|  | **Review and approval of annual Board Education Plan(s) and corresponding budget allocations*** **Board Chair Education Plan**
* **Board Committee Chair Education Plan**
* **Full Board Education Plan**
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| **RISK OVERSIGHT/ COMPLIANCE/ ASSURANCE** |
|  | **Receive updated insurance policy for property and liability*** **For approval**
 |  |  |  |  |  |  |  |  |
|  | **Receive Policies*** **Standing Agenda items**
 |  |  |  |  |  |  |  |  |
|  | **Receive SCPCN Board Governance Manual*** **For approval**
 |  |  | * **Deferred**
 |  |  |  |  |  |
|  | **Receive SCPCN Articles of Association*** **For approval at March AGM**
 |  |  |  |  |  |  |  |  |
|  | **Elect Chair, Vice-Chair, Treasurer and Secretary** |  |  |  |  |  |  |  |  |
| **ADMINISTRATION** |
|  | **Approval of annual Report to the Community** |  |  |  |  |  |  |  |  |
|  | **Medical Director Contract Review** |  |  |  |  |  |  |  |  |

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| **ANNUAL GENERAL MEETING (AGM)** |
|  | **Annual General Meeting** |  |  |  |  |  |  |  |  |
|  | **AGM and year-end resolutions/preparation:*** **AGM agenda, proxy**
* **Confirm number of directors**
* **Set record date for voting**
* **Approval of Minutes from previous year**
* **Receive audited financial statements from previous year**
* **Receive ‘Report of the Board’ (Annual Report)**
* **Receive ‘Report of the Executive Director’**
* **Receive ‘Report of the Medical Director’**
* **Approval of appointment of the auditor of ensuing year**
* **Appointment of Independent Directors**
* **Approve Articles of Association**
* **Signing authorities, changes if needed**
* **Provision of indemnity agreements to new Directors and ad-hoc committee members**
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