



Timetable for Board Chair

JANUARY

- Inaugural Meeting - 2nd Tuesday
- In consultation with Vice-Chair appoint:
 - Committees and Chairs
 - Endowment Fund Representatives (2)
- Recommend to the Board: GVLRA Representative
- Review outstanding Board business brought forward from end of previous year. (Staff will provide year-end update)
- Review Goals and Objectives with Chief Executive Officer (CEO)

FEBRUARY

- Financial results for the past year to Board
- Send budget to Board
- Finalize budget for current fiscal year and submit to Councils

MARCH

- Ensure all Council meetings to which the Board is invited are covered for Budget presentations by Chair or Vice-Chair, CEO, Controller/Treasurer and Administrative staff as appropriate. Encourage citizen representatives to attend.
- Audited Annual Financial Statement to Board
- Five-Year Plan to Board
- Finalize Five-Year Plan and submit to Councils

MAY

- Annual Performance appraisal of CEO including a review of Goals and Objectives
- Review of Strategic Plan

JUNE

- Financial Information Act Report to Board.



SEPTEMBER

- Provisional budget discussions at Standing Committee meetings

OCTOBER

- Provisional budget to Board.
- Finalize provisional budget for next fiscal year and submit to Councils.

Approved by the Greater Victoria Public Library Board:	September 27, 1984
Reviewed by the Policy & Program Development Committee:	
Amended by the Greater Victoria Public Library Board:	March 29, 2005