

GETTING YOUR HOUSE IN ORDER

End of term plans:

1. Strategic Plan / Priorities

- Review your plan to assess whether priorities are complete.
- Are you satisfied with the outcomes?
- If there is still work to be done, make a plan with definitive deadlines and assign the work.
- If the priority is not complete, assess whether it is still relevant.
- Make note of new priorities for next year that arise from current priorities.

2. Board Operations

- Does your committee structure and how you use committees still fit?
- Do relationships on the board or with senior administration need improvement?
- Plan for board and senior administration evaluations.
- If necessary, define / re-define roles and responsibilities.
- Assess communication channels, in particular those with the community.

3. Policy & Procedure

- Review meeting procedure for improvements with an eye to effectiveness and efficiency.
- Review meeting format, agendas and process for motions.
- If not included, consider adding a decision-making table to your policy manual (who decides: board / sr admin / sr admin with board approval)
- Set up a schedule for review of policies. Stagger reviews over the years. Note, some don't need to be reviewed as often as others.

4. Succession Planning

- 'Get your house in order' by addressing concerns now to make it a smooth running operation.
- Look at issues that will create robust competition for the role of trustee.
- Assess what characteristics / skills are needed on your board and spread the word.
- Review and update your new trustee orientation.

5. 2014 Elections

- Review '10 Tips' resource from the November 2013 webinar (see web site).
- Check the MB School Boards Association web site for upcoming election info.
- Make a plan for the whole board to get involved in promoting the 2014 elections.
- Include a discussion on succession planning at your board meeting.