

Community Care of West Niagara (CCWN)
Board Annual Workplan – **APPROVED – Board mtg April 23, 2025**
2024/25

Category	Item	Responsibility	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	July 2025	August 2025	As Required
1.0 Strategic Plan and Organizational Performance	1.1. Review current Strat Plan	Board					X Review Year 4								
	1.2. Review progress re: Current Strategic Pillars	Board	X 2020-24		X 2020-24				X			X			
	1.3. Secure Strat Plan Facilitator	Executive		X											
	1.3. Create new Strategic Plan	Board						X New 2025-2030							
	1.4. Create Annual Board Workplan Template	Executive				X									
	1.5. Review Annual Board Workplan Template	Board					X								
	1.6. Review Board Performance Goals	Board	X	X	X		X	X	X	X	X	X			
	1.7. Review Complaints received	Board										X			X

Category	Item	Responsibility	September	October	November	December	January	February	March	April	May	June	July	August	As Required
2. Finance & Audit	2.1. Create Annual Ops Budget	Finance								X					
	2.2. Approve Annual Ops Budget	Board									X Fiscal 25/26				
	2.3. Review/Establish Compensation Agreement with Auditor	Finance							X						
	2.4. Approve Audited Financial Statements	Board		X											
	2.5. Evaluate Auditors & Recommend appointment of Auditors to Members	Finance			X Recomm. Auditors				X Evaluate Auditors						
	2.6. Review quarterly Financial Statements	Board	X		X			X			X				
	2.7.Report on Statutory Remittances	Finance	X	X	X		X	X	X	X	X	X			
	2.8. Ensure filing of Registered Charity Info Return to CRA	Executive				X									
	2.9. Ensure filing of Ontario Charity Profile Report to Ministry PBSD	Executive				X									
	2.10.Review and update list of Authorized Reps for CRA	Executive				X									
	2.11. Review investments coming due	Finance			X Due in Dec		X Due in Feb								

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3. Executive Director (ED)	3.1. Receive ED Report on Operations	Board	X	X	X		X	X	X	X	X	X			
	3.2. Review ED Job Description	Human Resources								X					
	3.3. Conduct ED Performance Evaluation	Human Resources									X				
	3.4. Receive Report on completed ED Performance Evaluation	Board										X			
	3.5. Review ED Succession Plan	Human Resources	X												
	3.6. Approve updated ED Succession Plan	Board		X											
	3.7. Review ED Business Continuity Plan	Human Resources		X											
	3.8. Approve updated ED Business Continuity Plan	Board			X										
	3.9. Conduct ED Compensation Review	Human Resources									X				
	3.10. Approve updated ED Compensation	Board										X			
	3.11 Approve updated ED Job Description	Board										X			

Category	Item	Responsibility	September	October	November	December	January	February	March	April	May	June	July	August	As Required
4. Board Affairs	4.1. Approve Terms of Reference & Workplans for Committees	Board						X TOR		X Wkpln					
	4.2. Elect Chairs & Members to Committees	Board			X Chairs		X Cmtee Members								
	4.3. Receive Committee Reports	Board													X Min 2/yr per C'tee
	4.4. Review CCWN Governance Policies	Executive	X	X	X		X	X	X	X	X	X			X
	4.5. Approve Governance Policies	Board													X
	4.6. Set AGM date	Board			X										
	4.7. Review Bylaws	Executive													X
	4.8. Approve Bylaw Updates & Recommend Approvals to Members	Board		X Approve Bylaw Revisions	X Recomm. to Members										
	4.9. Approve Board & Member applications	Board	X Board	X Members											

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	4.10. Elect Board Officers immediately following AGM	Board			X										
	4.11. Conduct Board Self Evaluation	Executive									X				
	4.12. Review Board Self Evaluation Results	Board										X			
	4.13. Prepare & approve Annual Board Workplan	Board					X Prepare Plan	X Approve Plan							
	4.14. Identify & Schedule Board Education Sessions	Board													X
	4.15. Convene Executive Committee	Executive													X
	4.16. Review current scope of Executive C'tee	Executive													
	4.17. Create Executive C'tee Terms of Reference	Executive													
	4.18 Develop Executive Committee Workplan	Executive													

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5. Risk Management	5.1. Review D&O Insurance	Executive					X								
	5.2. Approve D&O Insurance updates	Board						X							
	5.3. Review CGL Insurance	Executive								X					
	5.4. Approve CGL Insurance updates	Board									X				
	5.6 Complete Legal Compliance Checklist	Executive					X								
	5.7 Review progress for current Governance Risk Assessment	Executive							X						
	5.8. Approve Governance Risk Assessment updates	Board										X			
	5.9. Initiate a new Governance Risk Assessment	Executive													X

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6.0 Board Succession	6.1. Review Board Member Tenure, Eligibility, and Needs	Nominating										X			
	6.2. Interview/Vet candidates	Nominating												X	
	6.3. Make candidate recommendations to the Board	Nominating	X												
	6.4 Provide written report with pertinent Candidate Profile information	Nominating		X											
	6.5. Facilitate new Board Member Orientation	Nominating					X								
	6.6. Facilitate Board Member Annual Policy Attestations	Nominating					X								

APPROVED BY Executive Ctee on April 8th 2025, to be presented to the Board for approval at April Board meeting