Title: Agenda Development and Communication Policy

Related Policies:

Number: 1.2

Related Procedures:

Status: Approved

Adopted:

Owner: L. Alexander (Board Policy Committee Chair)

Accounting:

Last Revised: 8-22-09

Legal: GA Open Meetings Act OGCA 50-14-1; NCS

Policy Detail

Ten days prior to the Board meeting: Agenda items requested

Seven days prior to the Board meeting: Agenda items due

Six days prior to the Board meeting: Agenda ready for review by Chair and Executive Director

Five days before the board meeting: Agenda, date, location and time sent to all Board members, administration/staff

Three days before the Board meeting: Agenda posted to the community at large on webpage and in front lobby

Background issues addressed

At the meeting in a well-organized folder (Secretary):

Agenda
Financial report
Minutes
Committee reports
Background documents
Announcements

Three days after the meeting: Minutes circulated to all Board members for review

Executive summary or action assignments

Prior to the following Board meeting: Minutes posted to the community at large via the Amana website

Monthly:

Financial report

Two weeks before the meeting at which it will be discussed:

Proposed annual budget
Auditors annual report
Strategic or operating plan