


<b>Policy Name:</b>	<b>STAFF COMMUNICATIONS AND REPORTING TO THE BOARD</b>		
<b>Policy Number:</b>	<b>GOV-407</b>	<b>Formerly</b>	<b>BG-305</b>
 West Elgin Community Health Centre	<b>Creation Date:</b> <b>February 2000</b>	<b>Reviewed Date:</b> <b>June 2021</b>	<b>Approved by:</b> <b>Board of Directors</b>

## POLICY STATEMENT

The Executive Director is directly accountable to the Board of Directors (the “Board”) for all matters pertaining to the day-to-day operations of the West Elgin Community Health Centre (the “Centre”) and will provide such reports and information to the Board as may be required by Board policies or otherwise requested by it from time to time.

The following schedule for providing reports will be adhered to:

## MONTHLY REPORTS

A Monthly Executive Director Report which may include the following information:

- Changes in personnel and/or difficulties arising with personnel
- Any emerging issues which may require future Board attention
- Any changes to pre-approved plans including policy implementation
- Progress on any major capital or operational projects
- Significant government policy changes or reviews
- Management Compliance Statement
- Any perceived changes in community needs or potential changes in service priorities
- Reports consistent with the schedule set out in the Board Calendar

## PERIODIC AND/OR QUARTERLY REPORTS

- Quarterly or more frequent financial statements
- Periodic reports in the event that any changes or revisions to any approved programs, services or the budget require Board approval

## SEMI-ANNUAL REPORTS

- Semi-Annual Operational Plan updates, which review the Centre’s activities relating to administration, programs and services, and make recommendations regarding emerging or perceived priority issues, programs or services.

All staff is accountable to the Board through the Executive Director. The Executive Director will review all staff briefing papers and reports before they are presented to the Board. All such briefing papers and reports will be brief and concise identifying issues, options, and recommendations. Staff will be given the opportunity to make a direct presentation to the Board about progress on existing programs or potential new initiatives.

Communications between the Executive Director and the Board relating to matters of policy or problems or issues arising between meetings of the Board will be channeled through the Chair of the Board.