



# boabc

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<b>TITLE:</b>	<b>AGENDAS - AGM AND EXECUTIVE MEETINGS</b>	<b>4.2</b>
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**DATE APPROVED:** September 23, 2006      **SIGNED:** Frankie Victor (Secretary)

**POLICY:**

The President of the Association with the Assistance of the Secretary and the Executive Director, will prepare the agenda for the Annual General Meeting and all Executive meetings.

**POLICY OBJECTIVE:**

Agendas for Executive meetings and the AGM are required to be as complete as possible to ensure that all business matters requiring review and discussion by the Executive are covered. The intent is to provide Executive members with an agenda and all required background materials prior to each meeting in order for them to be able to enter into constructive discussion and offer informed criticism where appropriate.

**POLICY JUSTIFICATION:**

The President, Secretary and Executive Director have a general awareness of the full spectrum of business affairs of the Association and therefore are in the best position to create an agenda. The Presidents role is to provide leadership and guidance to the Executive members through, in part, the agenda and ensuing discussions at the AGM and the executive meetings.