

Dekker Centre for the Performing Arts

Policy Type: Board Governance

Subject: *Board Meetings*

Date Adopted: January 17, 2013

Monitoring: Board and GM monthly

- Unless otherwise agreed, the Board of Directors shall meet on the third Thursday of each month at the Dekker Centre.
- The General Manager has the following responsibilities with regard to Board meetings:
 - Plan the agenda in conjunction with the Board Chair
 - Attend all meetings and arrange for the recording of Minutes
 - Keep attendance records
 - Ensure all written materials to be reviewed by the Board at the regular Board meeting, including financial information, General Manager reports, proposed programming budgets and agenda, be forwarded to all Board members no later than 72 hours prior to the meeting (i.e. for a 4:00 p.m. Thursday meeting, by Monday at 4:00 p.m.).