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| **Policy Name** | **Communication and Support to the Board** |
| **Policy Number** | **EL – 8** |
| **Policy Type** | **Executive Limitation (EL)** |
| **Date Approved** | **June 26, 2019** |
| **Board Review** | **Annually - November** |

The Executive Director shall not cause or allow the Board to be unsupported in its work.
Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean… I should ensure the Board is kept up to date, has accurate reports, and is kept abreast of anything that would put the organization at any risk.

Data: Between meetings I send an email with highlights of happenings. I provide to the best of my ability data on services, accurate financial reports when required providing details and opportunity for discussion and clarification.

I report compliance.

Further, the Executive Director shall not:

1. Neglect to submit monitoring data required by the Board in Board-Management

Delegation policy “Monitoring Executive Director Performance” in a timely manner, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored, and including Executive Director interpretations consistent with Board-Management Delegation policy “Delegation to Executive Director”, as well as relevant data.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I complete ED monitor reports to the best of my ability providing interpretation and data and if not sufficient to meet the monitor scrutiny provide additional information as needed or requested as laid out in the executive limitations.

Data: I provide reports as requested for Board meetings

I report compliance.

1. Allow the Board to be unaware of any actual or anticipated noncompliance with any Ends or Executive Limitations policy of the Board regardless of the Board’s monitoring schedule.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…that I should notify in my reports if I’m not in compliance and if a noncompliance jeopardizes the organization, notify immediately of noncompliance.

Data: I have not had a reason to report non compliance that required action for notification beyond compliance reports.

I report compliance.

1. Fail to make available to the Board adequate information about the environment to support informed Board decisions or advise the Board of significant internal and external trends and conditions.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I provide evidence-based information and data to the best of my ability to support the Boards ability to do their job as a Board member.

Data: I provided data for the strategic planning sessions on trends during the strategic planning session held last year that helped to inform the Board for planning.

I report compliance.

1. Allow the Board to be unaware of any significant incidental information it requires including any anticipated media coverage, threatened or pending lawsuits, and material internal or external changes.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I inform the Board of any potential negative issue that affects the standing of Hospice PEI.

Data: I informed the Board about the changes in staffing, volunteer issues as soon as they came up in the fall.

I report compliance.

1. Present information in unnecessarily complex or lengthy form or in a form that fails to differentiate among information of three types: information for decision making, information for monitoring, or that which is for information purposes only.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I identify material and documentation submitted for Board work be marked as, decision making, monitoring, or for information.

Data: All documents are marked with a watermark that identifies for what purpose the document is for.

I report compliance.

1. Fail to submit to the Board a consent agenda containing items delegated to the Executive Director yet required by law, regulation or contract to be Board-approved, along with applicable monitoring information.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I not put in the consent agenda items that need to be Board approved.

Data: It has been the Chair of the Board who develops the Agenda.

I report compliance.

1. Allow the Board to be without a workable mechanism for official Board, officer or committee communications.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I have adequate meeting space and materials to run a meeting. I provide appropriate channels for communication by phone email or in person.

Data: I have made available the space needed to support the large group meetings we have and have provided nourishment for meetings that are held during mealtimes. I provide opportunities for meals to be tailored to the requests of individual members. I have made available the ability to have internet access, and equipment needed to facilitate sharing documents such as projector and laptop.

I report compliance.

1. Deal with the Board in a way that favours or privileges certain Board members over others except when (a) filling individual requests for information or (b) responding to officers or committees duly charged by the Board.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I utilize board members on an individual basis for the purpose of a specific duty, for example, the Chair for coordinating meetings, the signing officers for cheques.

Data: I have not met with any one individual Board member for the purpose of special favors and have only consulted individual board members for advice.

I report compliance.

1. Fail to provide reasonable administrative support to the Board.

Executive Directors Interpretation (and Justification as to why it is reasonable) I interpret this to mean…I should provide support to help the Board run a meeting, have documents prepared for the AGM, ensure the external audit is booked and provide necessary documents for the audit.

Data: I have ensured Board meeting notices are sent and provided materials and documents necessary.

I report compliance.

Date Reviewed Signature

Date Modified