

# Report to SCBC Board of Directors

**Committee Name:** Governance Committee

**Date:** November 19, 2024

**Liaison to the Board:** Kate Pelletier

**Date of Last Meeting:** November 19, 2024

**Date of Next Meeting:** January 8, 2025 (or before as needed)

## **Meeting Summary:**

Finalizing and reviewing updated policies for presentation to the Board at the November 20, 2024 meeting.

## **Action Items Completed:**

- Review/updating of the Policy and Procedures manual
- Review/updating of the Board Handbook
- Review/updating of the Employee Handbook
- Review/updating of the Executive Director Job Description

The updated policies will be provided to the Board at the November 20, 2024 meeting. Final approval will be sought at the January 15, 2025 AGM / Board Meeting.

At the AGM approval will be sought for some minor changes to the By-Laws.

## **Future Items for Action:**

- Board Orientation
- Board Effectiveness Survey
- Board Education
- Risk Registry

## **Questions for the Board or Items for Board Input or Information:**

### **By-Laws**

Part 2 Section 6 mentions membership dues of \$10 are to be paid annually

- Do we pay dues?
- Also – are there any members besides us the Board?

### **2.1.3 Protection of Children, Youth and Vulnerable Adults**

- Need to discuss screening and criminal record checks

## **Expert review of Policies**

- Do we need to have an LR expert to review our HR policies and Letters of Employment?
- Do any other policies require an expert review? i.e. Protection of Children, Youth and Vulnerable Adults?

## **Name to use in the policy documents?**

- SkillsCanadaBC, SkillsBC, and SCBC?? Or??